



NOW HIRING

VOLUNTEER COORDINATOR (posted 4/8/19)

Gwinnett County Habitat for Humanity (Lawrenceville, Georgia) is seeking a full-time volunteer coordinator to administer our volunteer program in accordance with Gwinnett Habitat's mission and standard of excellence.

Qualified applicants need 2 years of volunteer management or non-profit experience.

Primary responsibilities include the recruitment, training, scheduling and coordination of workgroups/sponsors and individual volunteers for workdays and special events.

Other duties include:

- Volunteer retention and recognition
- Management of community service volunteers
- Coordination of home dedication ceremonies
- Managing the build schedule and tracking volunteer hours

Must be computer literate in MS Word/Excel and have strong communication and interpersonal skills. Desire to serve low-income families is a must. This position includes Saturday work.

Send resume & salary history to info@habitatgwinnett.org. Qualified applicants ONLY.