

Coastal Empire Habitat for Humanity Inc.
Job Description

Job Title Volunteer Coordinator
FLSA Status Non-exempt
Revision Date 1/25/2023

Program Volunteer Services
Report to Development Manager
Date Created 3/1/2014

POSITION DESCRIPTION

This position is responsible for administering the volunteer program for Coastal Empire Habitat for Humanity (CEHFH). The Volunteer Coordinator's primary responsibilities include the recruitment, scheduling and coordination of workgroups (including - Campus Chapters Work Groups) and individual volunteers. The Individual is also responsible for monitoring program effectiveness through evaluation instruments leading to recommendations for program enhancement and improvement. Secondary responsibility is the coordination of special events including sponsor and or blitz builds by recruiting volunteers and liaise with media, construction and administration personnel and the general public. This individual will, working under the direction of the Development Manager, help develop new ways to engage both construction and non-construction volunteers from the communities which we serve. They will also maintain the affiliate's volunteer tracking system. This position may also have responsibility for organizing and recruiting AmeriCorps Service Members.

ESSENTIAL FUNCTIONS/RESPONSIBILITIES

- Source and recruit volunteers through various techniques (databases, e-mail, social media etc.).
- Collect information on availabilities and skills.
- Arrange for appropriate training when needed.
- Produce schedules for everyday activities.
- Assign responsibilities to the right people for special events.
- Coordinate teams of volunteers for large-scale actions.
- Communicate frequently with volunteers to ensure they are satisfied and well-placed.
- Disseminate information for upcoming actions and events.
- Keep detailed records of volunteers' information and assignments.
- Keep communication with Construction and Restore staff to ensure volunteers are being utilized.
- Aid other Development staff members where needed.
- Ensure the purpose of the organization and its actions is clearly communicated.

EMPLOYMENT STANDARDS AND JOB REQUIREMENTS

EDUCATION, TRAINING, SPECIAL LICENCES

Bachelor's degree in Business Administration, human resources, social studies or relevant field will be appreciated; 1-3 years of experience.

SKILLS AND REQUIREMENTS

Exceptional verbal and written communication skills. Effective time management, strong organizational and task prioritization skills. Remarkable customer service.

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Functional proficiency with technology used on-the-job to include Microsoft Office 365 (Outlook, Word, Excel, OneDrive, etc.) Adaptability to CEHFH-specific programs and other technology applications used to support organizational objectives. Phone operating systems. Basic understanding of clerical procedures.

Must be a self-starter; ability to multitask in a fast-paced environment with changing priorities. (Deadline driven)

Capability to establish and maintain excellent working relationships with Habitat staff, volunteers, and partner organizations.

Proven ability to be a positive role model, demonstrate self-motivation and work collaboratively on a team.

Must possess a valid Georgia Driver's License with access to an insured vehicle. All eligible candidates are required to pass a criminal background check and pre-employment drug screen.

WORKING CONDITIONS

Working hours are typically Monday through Friday, 8:30 am – 5:00 pm, with flexibility to work evenings and weekend hours as needed.

Generally works in an office environment. Must be able to sit and stand for long periods of time. All assigned tasks are clerical in nature and do not require extensive physical labor. Position requires filing and transferring physical set up at a maximum weight of 25 pounds.

This position will work with a team of individuals to accomplish individual and organizational goals. Technology resources and office supplies will be furnished by the organization and as such, will remain the property of Coastal Empire Habitat for Humanity.

THIS JOB DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT