



Volunteer Coordinator

Job description

Basic Function:

The Volunteer Coordinator is responsible for administering the volunteer program for Habitat for Humanity of Northwest Indiana. The primary responsibilities include recruiting, scheduling, and coordinating work groups and individual volunteers for the entire affiliate, including New Construction, ReStore, and administrative/ office support.

Reports to: Executive Director

Responsibilities and duties:

The Volunteer Coordinator will perform the following tasks or ensure that appropriate volunteers accomplish them. Duties are as follows;

- Recruit and coordinate volunteers

- Contact volunteers for construction, ReStore, development, administration, and special activities

- Coordinate volunteer needs of staff and committees

- Provide staff support as needed

- Interview volunteers as appropriate

- Provide orientation sessions for volunteers (individual and group)

- Meet weekly with Construction & ReStore team to plan volunteer

- Follow up with each volunteer applicant and confirm they are registered in the volunteer system

- Actively recruit from groups, including retired tradespeople and groups targeted by Habitat (using a variety of media)

- Retain and reward volunteers

- Enhance and implement volunteer recognition and retention program

- Manage Construction office

- Work closely with the Construction Manager to maintain build schedules

- Schedule and confirm with contractors for home builds

- Review paperwork with the Construction Manager for invoices

Provide administrative support for volunteer coordination

Maintain volunteer database

Coordinate volunteer callers & group coordinators

Revise volunteer forms and materials as necessary

Skills and Personal Characteristics:

Proficient in Microsoft Office Suite.

Experienced with social media.

Strong oral and written communication skills with diverse groups and individuals.

Experience in coordinating in a volunteer environment

Able to deal well with stressful situations and a wide variety of people

Organized and efficient, with attention to detail and follow through

Patient teacher with solid delegation skills

Reliable, honest, able to maintain confidentiality

Commitment to Habitat's Mission, Vision and Principles.

Enthusiastic and focused on team work.

Effective leadership and engagement skills.

Ability to work a flexible schedule. Outside meetings and presentations, some evenings and weekends required.

Valid driver's license with a good driving record.

This position is subject to drug screening.

Please email resume with cover letter to habitat@nwihabitat.org

Please add job title in the subject line.

NO PHONE CALLS PLEASE.