



## Volunteer Coordinator

Reports To: Homeowner Services Manager

Full-time, Monday – Friday. Occasional evenings and weekends as needed

Benefits include: employer paid medical and dental insurance, 9 paid holidays, 1 floating holiday, 160 hours PTO, 401K with employer match, flexible hours.

### **SUMMARY**

Driven by the vision that everyone needs a decent place to live, Willamette West Habitat for Humanity began in 1988 with a set of house plans and a determined group of volunteers. Thirty years later, we've helped over 150 families achieve the strength, stability, and self-reliance they need to build a better life. Through our program people in need of a hand up partner with Willamette West Habitat to build and then buy a home they can afford. The public supports us financially, by volunteering, or adding a voice of support to affordable housing efforts. Through shelter, we empower – and you can, too!

It's an exciting time a Willamette West Habitat in our Hillsboro office. Habitat's model of volunteer labor means 2,500 volunteers put in over 30,000 hours annually, building 10 new homes, repairing 25 additional ones, and we are growing. Our volunteers need a Volunteer Coordinator to find them, coordinate them, and make sure they have the best experience possible - that person could be you! Oregon Business Magazine ranked us as one of the 100 Best Nonprofits to work for in Oregon for three years running, why wouldn't you want to be part of a team like ours?

### **POSITION DESCRIPTION**

The position of Volunteer Coordinator is essential to our success. Construction volunteers work on multiple projects and at several work sites simultaneously; committees need volunteers to function. Primary responsibilities will involve recruiting volunteers (both individuals and groups), scheduling appropriate volunteer activities, and making sure their efforts are personally rewarding. The Volunteer Coordinator is also responsible for maintaining our volunteer database, communicating with volunteers, public speaking engagements, and fundraising through our Habitat TeamBuilders program. They also get the fun of producing a volunteer appreciation event each year. The successful candidate will fully support and cultivate an environment of teamwork and camaraderie among administration and construction staff, volunteers, and the families we serve, as well as have the knowledge, drive, and enthusiasm to take our program to the next level.

### **SCHEDULE VOLUNTEERS (75% of the time)**

- Speak to individuals and groups who have inquired about volunteering opportunities to answer questions, provide information, and ultimately schedule volunteer slots or committee work.
- Contact scheduled volunteers and volunteer groups one to two weeks before their scheduled date to confirm commitment.
- Monitor the volunteer schedule daily, follow up with the Director of Construction, Site Manager, and Repair Program Manager as needed, to ensure appropriate numbers for volunteers are available for all sites.
- Manage and support the recruitment and scheduling of volunteers for other affiliate events such as fundraisers, trade shows and community events.

### **VOLUNTEER OUTREACH AND FULFILLMENT (10% of the time)**

- Help achieve affiliate fundraising goals by encouraging corporate participation and donations through the Habitat TeamBuilders program.
- Assume responsibility for design and upkeep of social media sites used now or in the future. (Facebook, Instagram).
- Visit volunteer groups onsite to establish or strengthen relationships. Photograph volunteers, groups, families and

- general construction; update social media sites with photographs.
- Produce an annual volunteer recognition event; thank and recognize volunteers throughout the year.

#### **VOLUNTEER STATISTIC MAINTENANCE / REPORTING (10% of the time)**

- Maintain volunteer database by entering new records and waivers into database and updating current records to ensure information is current and accurate.
- Obtain signed waivers from volunteers who do not have current signed agreements on file.
- Prepare any volunteer reports needed for grant reporting or marketing materials.
- Audit liability waivers on file against current volunteer database to ensure affiliate liability is properly managed.
- Maintain statistics on volunteer utilization in order to determine current and future volunteer needs.
- Review volunteer satisfaction surveys, respond promptly to any negative feedback as appropriate; develop and maintain statistical database of results and prepare summary reports monthly for the Executive Director, Director of Construction, and Board of Directors.
- Analyze, identify, and make recommendations for process improvements as appropriate.

#### **ADMINISTRATIVE (5% of the time)**

- Serve as Host Site Manager (HSM) for our AmeriCorps Program. You will attend HSM training each June in Atlanta and serve as the liaison between Habitat for Humanity and the AmeriCorps Members' direct supervisors, compile volunteer statistics and complete quarterly reports on time.
- Develop proposed annual budget for volunteer activities and recognition programs.
- Occasionally engage in long-term visioning about how we can improve the program and increase our outreach to various sectors like the faith communities, youth, and businesses.
- Provide basic information about our programs when necessary.
- Other duties and responsibilities as assigned.

#### **REQUIRED SKILLS AND EXPERIENCE**

- Experience working with volunteer recruiting, scheduling, and/or coordinating.
- Solid written and verbal communication skills.
- High level of energy, initiative, and commitment to Habitat's mission.
- Ability to work with confidential information and maintain confidentiality.
- A personal vehicle for business-related travel, valid driver's license, current insurance, and a good driving record.
- Experience planning and organizing both short- and long-term projects in addition to daily responsibilities.
- Ability to multi-task and complete assignments in an environment in which directions and priorities can change rapidly.

#### **PREFERRED SKILLS AND EXPERIENCE**

- Nonprofit experience would be added value.
- CVA certification is a bonus!
- No fear of speaking in front of large groups of people or fundraising.
- Excellent grammar, spelling, proofreading skills.
- Proficient with Microsoft Office Suite
- Ability to lift up to 25lbs. occasionally to move supplies or equipment
- Ability to sit for periods of time at a computer or for use of other office equipment
- Ability to occasionally stand for 1 to 4 hours for public speaking engagements and special events.

**Salary range:** \$34,000 - \$40,000 annually depending on experience and qualifications.

To apply, send a resume (PDF, Word, or TXT format), along with a cover letter telling us why you are excited about this important position within our company, to [jobs@habitatwest.org](mailto:jobs@habitatwest.org). Interviews will begin immediately and will continue until the position is filled.

**Note:** This job description is intended as a guideline only and does not limit in any way the duties or responsibilities of any employee. Nothing herein shall be construed as a contract of employment, expressed or implied. All employment is terminable at will, with or without cause.

Willamette West Habitat for Humanity hires a workforce representative of the communities we serve, understanding that a diverse workforce strengthens our organization. We value diversity and support a positive and welcoming environment where all employees can thrive.

Willamette West Habitat for Humanity is an equal opportunity employer and seeks to employ and assign the best qualified personnel for all our positions in a manner that does not unlawfully discriminate against any person because of race, color, religion, gender, marital status, age, national origin, physical or mental disability, sexual orientation, veteran/reserve national guard status, or any other status or characteristic protected by law.