



Job Description: Volunteer Programs Coordinator

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| Job Title: | Volunteer Programs Manager | Type: | Full-Time |
| Salary Range: | \$34,000 - \$38,000 | Classification: | Exempt |

The Volunteer Coordinator inspires community members to get involved in Habitat for Humanity and work with our team to help build strength, stability, and self-reliance through shelter in the Midlands. The Volunteer Programs Manager's focus is to develop an efficient volunteer recruitment, coordination, and retention program for all affiliate departments.

Essential Duties and Responsibilities

1. Administration

- Develop strong, positive and lasting relationships with ReStore, construction, and office volunteers.
- Manage volunteer records and required paperwork, ensuring all necessary information is captured and supervise the work of volunteers who may assist with these efforts.
- Help to capture and analyze volunteer data to measure effective volunteer utilization.
- Provide timely reports to management, monitor position vacancies and proactively address critical needs
- Respond to all individual and group volunteer inquiries.
- Schedule and coordinate Team Builds for school groups, faith and civic organizations.
- Meet weekly with construction team to discuss build schedule and volunteer needs.
- Ensure volunteer waivers are completed and filed.
- Answer phones and greet visitors.

2. Community Outreach

- Develop and implement a strategy for actively soliciting, engaging, and maintaining new volunteers.
- Plan, coordinate, and implement outreach activities including staffing information booths at community events and giving presentations.
- Create and manage volunteer communications via email and e-newsletters and volunteer recognition.
- Serve as liaison for groups, sponsors, businesses, and other organizations who send volunteers.
- Manage community service volunteers from local jurisdictions.
- Further develop and engage the Builders Club or "Red Shirts" program
- Serve as Host Site Manager for AmeriCorps Teams.
- Serve as liaison to the Habitat for Humanity Campus Chapter of the University of South Carolina and recruit and develop new campus chapters.

3. Volunteer Management

- Assess volunteer needs across the organization.
- Design and implement a turnkey on-site check-in process for volunteers.
- Interview and place volunteers for specific needs as determined.
- Maintain volunteer management software to ensure accurate data, including online processing and scheduling



- In coordination with other departments, ensure volunteer needs are met. Create and update volunteer position descriptions, schedule volunteers, and plan and managing volunteer needs for events.
- Conduct regular orientation for new volunteers.
- Serve as primary contact for volunteers; provide ongoing support to and supervision of volunteers.
- Review, implement, and ensure compliance with volunteer-related policies and procedures.
- Ensure volunteer safety regulations and policies are being met
- Compose and distribute volunteer newsletters and other media about volunteer activities.
- Design and develop programs and materials used for volunteer-recruitment, orientations, and trainings
- Implement/measure volunteer program to evaluate volunteer satisfaction and process improvement

4. Complete other duties as assigned.

Qualifications

- Bachelor's degree or commensurate experience.
- 2+ years demonstrated success in leadership or management.
- Excellent interpersonal, verbal, and written communication skills including public speaking.
- Excellent organizational skills with acute attention to detail and follow through.
- Demonstrated effectiveness working collaboratively and respectfully with diverse groups.
- Ability to prioritize a busy workload.
- Ability to work a flexible schedule as outside meetings/presentations and some evenings and weekends are required.
- Non-profit and volunteer management experience preferred.
- Valid driver license with good driving record.
- Must pass a Criminal Background Check and Sexual Offender Check.

Suitable applicants can send their resume and cover letter to mcolvin@habitatcsc.org **before August 5, 2022.**