



Merrimack Valley Habitat for Humanity Job Description

Position: Volunteer Coordinator, part-time 20 hours

Reports To: Director of Development

This Position: Coordinates the volunteer scheduling for building homes in the Merrimack Valley, and helps assess the needs of the organization. This position recruits and places volunteers for both construction and non-construction volunteer opportunities.

Goals:

1. Expand the volunteer base
2. Be the champion for increasing awareness of the opportunity to volunteer for MVHH across the communities we serve
3. Retain the existing volunteer base by building relationships with the individuals and organizations that volunteer so they see and feel the benefit of volunteering

Duties:

Wednesday

- Contact group leaders for confirmed numbers and leader forms. This should be for the immediate Saturday and the following Thursday and Saturday.
- Follow-up with the building director; and get feedback for the previous Saturday build.
- Confirm greeter for Saturday.
- Provide confirmed numbers and skill level of volunteers to the building director and provide copies of leader forms, if available.
- Confirm work sites and type of work from building director.
- Update white board, located by conference room, with confirmed group information.

Thursday

- Contact Saturday groups with confirmed work sites and type of work to expect.
- Contact and follow up with requests of new individuals and groups willing to volunteer.
- Visit build sites to make sure greeter boxes are complete.
- Send thank you e-mails and request feedback from Thursday and Saturday groups.

Friday

- Send Saturday summary e-mail to greeter, site supervisors, and all Habitat staff. This should include what groups are scheduled, number of volunteers, type of work, and any other important pieces of information.

Miscellaneous duties:

1. Maintain a database of contacts and volunteer data.
2. Maintain a binder of correspondence.
3. Develop new volunteer sources
4. Work closely with director of development on funded corporate builds
5. Work closely with director of development on various projects when needed.
6. Schedule volunteer greeters for three month periods.
7. Maintain inventory of current volunteer needs
8. Organize volunteer appreciation opportunities

Skills and Education Requirements

- At least 2 years of administrative experience or equivalent
- MS Word/Excel/Outlook proficiency
- Internet proficiency
- Ability to learn and work with a database
- Must have own transportation for trips to the work sites when needed

Competency Requirements

- Outstanding customer service skills
- Cooperative and flexible
- Excellent communication skills – written and oral
- Team player
- Ability to multi-task
- Ability to work under pressure
- Comfortable with diversity
- Comfortable with faith-based organization
- Ability to supervise others
- Work overtime as needed
- Work Saturdays and evening events when needed and with notice