SOLANO-NAPA HABITAT FOR HUMANITY
Volunteer Coordinator
Job Description

Position

The Volunteer Coordinator is responsible for the outreach, recruitment and coordination of all volunteers/volunteer groups for Solano-Napa Habitat for Humanity. This position reports to the Executive Director and supports the work of the Volunteer Committee. This is a full-time, hourly, benefitted position.

Duties and Responsibilities

- Develop and implement a strategy for actively soliciting, engaging, and training of new volunteers for work sites, committees, office and event needs and ReStore.
- Respond to all individual/group volunteer inquiries on a daily basis.
- Act as a liaison to other organizations that are sending volunteers.
- Meet with office and construction staff regularly to determine need for volunteers.
- Schedule volunteers to meet all needs of affiliate.
- Coordinate the scheduling of groups and skilled volunteers such as from Travis AFB or sponsor employees.
- Maintain volunteer database and keep records of volunteer activities, including numbers of sponsor or other teams, volunteers, number of hours worked, contact information, etc.
- Develop and implement formal and informal volunteer appreciation programs.
- Monitor volunteer satisfaction.
- Arrange for lunch at volunteer sites as appropriate.
- Ensure volunteer liability waivers are signed and filed.
- Manage community service volunteers from local jurisdictions and determine best placement.
- Coordinate activities for youth volunteers (Boy/Girl Scouts, etc.).
- Recruit, train and schedule site hosts.
- Assist with event coordination including dedications, fundraisers and special build days.
- Present monthly Habitalk for new volunteers.
- Make presentations to community groups and organizations about Solano-Napa Habitat for Humanity, advocating our mission.
- Organize Women Build events.
- Work with VISTA member on implementation of ReStore volunteer recruitment and retention plan.
- Contribute to the newsletter for volunteer-related articles.
- Perform additional duties as assigned by the Executive Director.

Knowledge, Skills and Abilities

- Knowledge of Human Resources practices and procedures.
- Knowledge of applicable governmental regulations.
- Excellent verbal and written communication skills.
- Good problem-solving skills.
- Strong negotiating skills.
- Must be well-organized and detail-oriented, but can work independently.
- Effective leadership and team building skills.
- Possess tact, diplomacy and flexibility.
- Exhibit enthusiasm and strong customer service attitude.
- Ability to speak in public to both large and small groups.
- Ability to work with a variety of people.
- Ability to work in a fast-paced team environment.
- Ability to utilize technology and software programs to achieve the goals of the organization.
- Exhibit professional appearance – business casual.
- Must be able to work occasional evenings and Saturdays.
- Ability to travel when needed both within the affiliate's service area and neighboring affiliate regions and Habitat International's offices in Atlanta, GA.

Education and Training

BA preferably in social sciences or related field. A BA in a different field but with a strong background in volunteer management is also acceptable. A minimum of 3 years related experience required. Experience working for or with a non-profit is desired. Familiarity with housing construction and housing issues is an asset.