

Greater Fox Cities Area Habitat for Humanity

Position Description

Title: **Construction Volunteer Coordinator**
Reports to: Volunteer Services Director
Direct Reports: none
FLSA Status: Non-Exempt
Classification: Part-time
(Avg. 25 hrs/week)

Purpose

To maintain a sustainable base of volunteers to support new construction, rehab, home repair and Rock the Block worksites, ensuring adequate number of volunteers and high levels of volunteer satisfaction. This includes Senior Crew, individual and group volunteers, sponsor volunteers, site support volunteers and meal providers.

Responsibilities

- Decision-Making:
 - Makes decisions regarding volunteer recruitment, retention and recognition under close supervision.
- Technical:
 - Continuously recruit new volunteers, respond to all individual and group volunteer inquiries, answer questions, assist volunteers with online sign up, coordinate the orientation and training of new volunteers and volunteer groups.
 - Survey new volunteers to monitor their satisfaction and receive feedback on all aspects of our volunteer program.
 - Maintain systems to schedule, manage and communicate volunteer opportunities/needs, monitoring vacancies and proactively addressing critical needs.
 - Assist with design and development of programs and materials used for organization-wide volunteer orientation and general introduction to Habitat for Humanity.
 - Assist with implementing new approaches to volunteer recruitment and retention.
 - Implement volunteer recognition and retention programs, soliciting ongoing feedback to ensure effectiveness of current programs. Plan social and recognition events for Senior Crew.
 - Manage construction volunteer communications via email and e-newsletters.
- Administrative support:
 - Provide timely reports to management and construction staff.
 - Manage construction volunteer records, ensuring that all necessary information is captured accurately using the most efficient methods available.
 - Provide administrative support related to construction volunteer injuries and claims.
- Supervisory:
 - Recruit, train and manage volunteers for special projects under this position's purview.
- Fund development:
 - Contribute to new fund development as assigned by supervisor, primarily in areas related to Volunteer Services.
- Internal Representation:
 - Develop strong, positive and lasting relationships with staff and volunteers throughout the organization.

- Help to ensure a united Senior Crew regardless of which volunteer roles they fill.
- Staff representative on Volunteer Advisory committee.
- External Representation:
 - Develop and maintain relationships with community organizations to continually expand the volunteer base.

Required Knowledge, Skills and Experience:

- Excellent written and verbal communication skills.
- Superior time management and organizational skills, with exceptional attention to detail.
- Ability to work in a dynamic team, as well as an ability to carry out tasks independently.
- Ability to establish effective internal and external working relationships.
- Ability to identify and establish priorities, work independently, and exercise sound judgment related to providing support and assistance.
- Ability to identify problems in a timely manner, make recommendations toward solving problems, and work well in group problem solving situations.
- Outstanding interpersonal communication skills which must be effective and courteous, requiring high integrity when dealing with a broad array of backgrounds.
- Commitment to mission and values-driven work environment.
- Proficiency with Microsoft Office products.

Greater Fox Cities Area Habitat for Humanity is an Equal Employment Opportunity employer. Applicants are considered without regard to race, color, religion, sex, national origin, age, disability or other protected status.