

**Habitat for Humanity East Bay
Volunteer Coordinator
Position Description**

Date: June 2011

Reports to: Resource Development Coordinator

Department: Development and Communications

Classification: Full Time, Temporary (12 months)

HFH East Bay Mission Statement

HFH East Bay's mission is to create successful homeownership opportunities for families with limited incomes by building sustainable housing and revitalizing neighborhoods.

Position Purpose

To deploy HFH East Bay's volunteer resources at our construction sites to meet the needs of a rapidly growing affiliate. The Volunteer Coordinator's primary role is to ensure that all volunteers are productively engaged in our home building and home renovation programs; and that each volunteer has a rewarding experience.

Specific Duties and Responsibilities

- Schedule and coordinate individual volunteers and groups at our construction sites and throughout the organization in a timely manner.
- Serve as an informational resource and respond to inquiries to potential and current volunteers. The Volunteer Coordinator is the first point of contact for persons inquiring about volunteering with HFH East Bay by phone, by email, and in person.
- Promote volunteer opportunities to the community and recruit volunteers, including help with the development and implementation of recruitment plan.
- Engage new and on-going volunteers through recruitment, scheduling, orientation, coordination, and/or supervision to ensure that each volunteer has a quality experience.
- Administrative work: track construction site volunteers, enter data and manage volunteer database, pull reports, track, and analyze volunteer data.
- Coordinate and implement special projects like Collegiate Challenge.
- Take a leadership role in our annual Earth Day Build-A-Thon event by implementing our systems to recruit and schedule participants, event support volunteers, and construction crew leaders.
- Help HFH East Bay staff to identify and develop new volunteer opportunities and positions.

Education, Experience, Knowledge, Skills, and Abilities

- Experience leading, supervising, scheduling, and/or coordinating volunteers.
- Excellent customer service and interpersonal communication skills.
- Strong verbal communication skills.
- Ability to represent HFH East Bay professionally in the community.
- Ability to maintain effective relationships with volunteers and HFH East Bay staff and board members.
- Experience working in a team environment.
- Excellent written communication and knowledge of correct grammar.
- Strong computer skills and ability to learn new software and database systems quickly.

Work Environment/Physical Requirements

HFH East Bay's office is located on the second floor of a building with no elevator. No other physical requirements.

Note: This document describes typical duties and responsibilities and is not intended to limit management from assigning other work as desired.

Compensation

This staff position is considered a part of the Habitat East Bay Service Corps and is compensated at a level equivalent to a year of service under the AmeriCorps program. The compensation for this position is \$13 per hour and does not include benefits.

Habitat for Humanity East Bay's Anti-Discrimination Policy

Habitat for Humanity East Bay is an equal opportunity employer. It is the policy of HFH East Bay to provide equal employment opportunity for all applicants and employees and equal housing opportunity for all homeowner applicants. HFH East Bay does not unlawfully discriminate on the basis of race, color, religion, sex

(including pregnancy, childbirth and related medical conditions), national origin, ancestry, age, medical condition, physical disability, veteran status, marital status, sexual orientation, familial status, Acquired Immune Deficiency Syndrome (AIDS) or AIDS related condition (ARC), mental disability or any other basis prohibited by law.