



Volunteer Programs Coordinator

ORGANIZATION: Reports to Programs Manager
Supervises 2 AmeriCorps members

SUMMARY: The Volunteer Programs Coordinator is charged with recruiting community volunteers to support Sussex County Habitat for Humanity's programs and developing leadership for increased community impact. The selected person will be a key member of SCHFH's management team who will ensure that the organization is supported by the necessary volunteers to support its various program strategies.

SCOPE:

VOLUNTEER RECRUITMENT:

- Develop and implement various outreach strategies to recruit volunteers as needed for the Construction, Restore, Resource Development, Family Services and Administrative departments to execute affiliate goals. Increase the number and quality of the volunteer population in all department areas.
- Engage in public speaking events with local organizations and participate in community fairs and activities where recruitment opportunities abound.
- Outreach to community organizations in areas where Habitat is working or plans to work.
- Identify new construction leaders and grow the pool of Crew, Site, and House Leaders.
- Support Construction Department in developing new Crew, Site and House Leader training programs.
- Serve as liaison for partnership builds (i.e. Veterans Build, Women Build, business & church partners)
- Coordinate hosting responsibilities for Collegiate Challenge and summer mission teams. This includes serving as the main point-of-contact for Habitat for Humanity International and the teams themselves, as well as coordinating the housing and schedule logistics for the student teams.

VOLUNTEER TRAINING AND DEVELOPMENT:

- Ensure that every volunteer receives a basic understanding of "Habitat Basics" so that as they can serve as ambassadors to the community.
- Ensure that every volunteer group has an educational component in their experience about Habitat, affordable housing or related issues. Ensure that volunteers receive adequate safety briefing before coming to volunteer and also when arriving to work sites.
- Develop appropriate volunteer training programs for staff, AmeriCorps and volunteer leaders to advance goals to engage more people in Habitat's mission.

VOLUNTEER RETENTION:

- Evaluate volunteer experiences to ensure continual learning and improvement of programs.
- Organize and execute annual volunteer recognition event
- Develop and implement volunteer recognition programming (i.e.: "Volunteer of the Month" profiles on website, incentives for milestone completion, award nominations, volunteer appreciation, etc.)

MANAGEMENT:

- Supervise volunteer programs AmeriCorps (Site Volunteer Coordinator and Volunteer Coordinator) members and volunteers working directly in Volunteer Program.
- Manage volunteer programs budget to achieve annual goals set for the program.
- Engage with Habitat for Humanity International and other non-profit organizations to understand best practices in Volunteer Services and introduce and implement promising practices at SCHFH.
- Coordinate with other departments as necessary to ensure effective delivery of volunteer services across the affiliate

QUALIFICATIONS:

Experience: Building a sustainable Volunteer Program. Recruiting, identifying leadership, training leadership, helping them build volunteer teams, and managing leaders of volunteer teams.

- Passion for serving those in need through Habitat for Humanity's Christian-based model of empowerment and opportunity.
- Bachelor's degree from an accredited institution of higher education and/or have at least 3 years relevant experience in working with volunteers.
- Outgoing personality and ability to speak publicly to groups large and small.
- Strong interpersonal skills and ability to work independently and collaboratively in a fast-paced, energetic environment.
- Community knowledge and ability to connect with new and current Habitat volunteers and potential leaders.
- Proficient in Microsoft Office (especially, Word, Excel, and Power Point).
- Proficient with email, internet and social media. Ability to learn database system.
- Demonstrated ability to multi-task on a daily basis, realizing the need for detail-oriented work.
- Ability to establish and maintain excellent working relationships with supervisor, co-workers, volunteers and donors.
- Ability to work well with people from all backgrounds with varying degrees of experience.
- Ability to listen to volunteers and address their needs within the scope of the organization.
- Delaware driver's license required
- Physical Demands: Light lifting (25 lbs or less)

WORK LOCATION AND BENEFITS

Regular work schedule is 40 hours/week, with some evening and weekend commitments. Flexibility required. Health and simple IRA benefits included.

HOW TO APPLY: Send letter of interest and resume to apply@sussexcountyhabitat.org. Please write "Volunteer Programs Coordinator" in the subject line.