Job Description
Volunteer Coordinator

GENERAL DESCRIPTION:
This position is responsible for administering the volunteer program for Pensacola Habitat for Humanity. The Volunteer Coordinator’s primary responsibilities include the recruitment, scheduling, and coordination of groups and individual volunteers for construction worksites, ReStore shifts, and other volunteer opportunities. This position’s secondary responsibility is to serve as the AmeriCorps Host Site Manager, facilitating service of 3-6 AmeriCorps members during a 10.5 month term.

This individual will work under the direction of Pensacola Habitat for Humanity’s Director of Volunteer Service, helping to develop new ways to engage both construction and non-construction volunteers from the communities which we serve. They will also maintain the affiliate’s volunteer tracking system.

CORE RESPONSIBILITIES:

Volunteer Coordinator (65%)
• Respond personally to all individual volunteer inquiries in a timely fashion
• Schedule groups and individuals interested in volunteering in construction and non-construction roles using internal and external scheduling calendars
• Communicate regularly with Construction and Community Engagement departments
• Assist Director of Volunteer Services with recruitment of volunteers through volunteer fairs, faith relations, military, schools and universities, service organizations, and businesses
• Aid Volunteer Department in volunteer on-boarding process, evaluation of volunteer programs, and regular appreciation events
• Document and track volunteer service hours
• Provide volunteers with documentation of service and recognition letters, as requested
• Coordinate communications and logistics for annual Collegiate Challenge Alternative Spring Break program

AmeriCorps Host Site Manager (30%)
• Lead onsite orientation and training, as well coordinate additional training opportunities throughout service year
• Educate members regarding Corporation for National and Community Service, housing policy, housing services, local community issues, etc.
• Communicate with Corps members and supervisors through regularly scheduled meetings
• Submit members’ monthly time sheets to Habitat for Humanity International
• Publish monthly newsletter
• Prepare quarterly program progress reports
• Conduct semi-annual evaluations of Corps Members
• Travel annually to National Service Leadership Conference and Build-a-thon
• Provide teambuilding opportunities for local Corps members
• Manage Corps member housing, as needed

Other (5%)
• Work closely with Habitat for Humanity International, sponsors, and other organizations on special projects and builds
• Assist with Pensacola Habitat for Humanity website, social media, communications and public relations
KNOWLEDGE, SKILLS, ABILITIES:
- Enthusiasm, teamwork focused, and strong customer service orientation
- Excellent written and verbal communication skills, including public speaking
- Effective leadership and team building skills
- Strong organizational skills and attention to detail
- Competency on office computer applications (word processing, publications and presentations, spreadsheet and database management). Knowledge of Adobe Photoshop and Microsoft Publisher preferred, but not required.
- Self-motivated, able to work independently with minimal supervision
- Possess tact, diplomacy and flexibility
- Supervisory skills
- Project management skills
- Ability to multi-task
- Experience with federally funded programs preferred, but not required

EDUCATION, EXPERIENCE:
- BA/BS Degree
- 3 years experience in the field of volunteer management / public relations / customer service or equivalent combination of experience, education and training
- 1-3 years staff supervisory experience
- Personal volunteer experience and commitment to volunteerism in community service

PHYSICAL REQUIREMENTS NECESSARY TO PERFORM THIS JOB:
This position is primarily performed at a desk in the office, but will require some on-site coordination. Outside meetings and presentations are frequently required. The position is classified fulltime, non-exempt. Anticipated work schedule follows general ‘business hours’, with no fewer than 40 hours per week expected. Some evening and week-end meetings required in locations and times when public transportation is unavailable. Occasional special projects may require spending 7-10 consecutive days overseeing volunteer logistics.

Pensacola Habitat for Humanity is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, age, religion, sex, sexual orientation, marital status, national origin, or disability.

Email resumes to careers@pensacolahabitat.org. No calls please.