



Job Title: Volunteer Program Coordinator

Reports to: Fund Development Manager

Volunteers are the heart, soul, and muscle of Honolulu Habitat for Humanity. Last year, more than 1,000 individuals spent nearly 18,000 hours building strength, stability and self-reliance through shelter in Hawaii.

As our **Community Outreach and Volunteer Coordinator** you will facilitate a world-class volunteer experience for every person that gives their time, talent or voice to our organization, and manage a community outreach program to recruit new volunteers. You will work in synergy with the Fund Development Manager to launch a peer-to-peer fundraising program, identify volunteer-related advancement opportunities, and support community development initiatives.

Are you ready to change lives, strengthen our community, and build a brighter Hawaii?

POSITION SUMMARY:

The Community Volunteer Coordinator reports to the Fund Development Manager and is responsible for overseeing volunteer services and related community outreach. This is a full-time, non-exempt position.

ESSENTIAL DUTIES: Duties include, but are not limited to, the following:

Community Outreach

- Develop and implement a community outreach program focused on encouraging local businesses, organizations and military groups engaged with the organization through volunteerism;
- Identifying opportunities for corporate sponsorship and volunteer giving/fundraising;
- Recruit, train and support key volunteers to assist with development efforts;
- Identify new sources of volunteers through meeting with community members, attending information booths, or other activities;
- Support communication initiatives and strategies, including social media, blog, and email marketing

Volunteer Coordination

- Coordinate and manage all volunteers for construction, ReStore, and special projects;
 - Including registration, communication and ongoing engagement;
- Communicate weekly with construction team to plan for and anticipate the need for build site volunteers;
- Track and report all data on volunteer activity; maintain accurate records;
- Manage all volunteer communications

- Develop and executive a volunteer recognition plan;
- Survey volunteers and apply feedback to improve the volunteer experience
- Develop and/or revise orientation and training materials;
- Ensure compliance with ~~Covid~~Covid-19 safety guidelines

Other Duties, as Assigned

KEY COMPETENCIES:

- Belief in team approach to work environment, and commitment to the mission of Habitat;
- Strong leadership skills;
- Organized and efficient, with acute attention to detail and follow through;
- Management skills and experience with non-profit organizations;
- Excellent verbal and written communication skills;
- Experience with MS Office programs;
- Able to deal well with stressful situations and a wide variety of people;
- Patient teacher with strong delegation skills; and
- Reliable, honest, able to maintain confidentiality.

ADDITIONAL REQUIREMENTS:

The individual is required to complete a background check at time of employment and submit to random drug testing as provided for in the personnel policy manual.

The incumbent must successfully meet one (1) of the following Citizenship requirements:

- Citizen, permanent resident alien, or nationals of the United States.
- Non-citizens who are eligible under Federal law for unrestricted employment.

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