



<b>Position Title:</b>	Volunteer and Program Coordinator
<b>Reports to:</b>	Executive Director
<b>Consults With:</b>	Executive Director, Construction Manager, ReStore Manager, Restore Assistant Manager, Development Manager and Volunteers
<b>Hours:</b>	25 hours/week
<b>Wage:</b>	\$18/hour

### **Overview**

The Volunteer & Program Coordinator holds a key position at McMinnville Area Habitat for Humanity (MacHabitat), working to deepen the connection our volunteers develop with our organization through volunteer opportunities. This is done through structuring volunteer activities, facilitating training, maintaining critical volunteer levels, and recording volunteer hours for each of the key areas: ReStore, construction, office, and committees.

This position also serves our programs by participating in the family selection process, training diverse groups of new homeowner candidates, and assuring the success of current Habitat homeowners. This position will also serve as staff to the Family Selection Committee.

### **Minimum Qualifications**

- Bachelor's Degree, or equivalent experience in training, in human services, non-profit management, or similar field
- Strong verbal and written communication skills
- Organized and detail oriented
- Computer proficiency in Microsoft Office products including Word, Excel, Outlook and PowerPoint
- Effective leadership skills
- Experience in motivating volunteers
- Comfortable with public speaking
- Motivated and self-directed
- Ability to work independently and as a team member
- Ability to multi-task
- Positive attitude
- Ability to work flexible hours including some evenings and weekends
- Pass criminal and background checks
- Willingness to travel for conferences and training on a limited basis
- Fluent in Spanish (preferred)

## Detailed Responsibilities

### Volunteer Coordination:

- Be a key figure in the community, recruiting volunteers for the organization
- Recruit and manage volunteers for all key areas in the affiliate
- Maintain minimum volunteer levels for all key areas
- Facilitate individual and group volunteer opportunities & maintain schedule
- Maintain Volgistics database of volunteers, their availabilities, & activities
- Communicate with executive director and other staff to effectively schedule and manage volunteers to meet the needs of operations
- Maintain a visible presence on the construction site; visit at least 1x/ week
- Facilitate on-site volunteer management process to ensure a well-organized and structured experience
- Keep all volunteer opportunities updated on the MacHabitat website
- Ensure that all volunteers are added to our master database and email distribution lists
- Ensure volunteers are properly trained and keep track of training
- Inform volunteers about pertinent Habitat International and affiliate policies, procedures, programs, and services
- Create and implement outreach/recruitment strategies to generate new volunteers
- Attend volunteer recruitment events
- Manage and coordinate all volunteer appreciation activities in conjunction with staff
- Maintain Volunteer Trailer supplies on construction site, and coordinate snacks, coffee and water
- Maintain Liability and Release records
- Act as mediator between staff and volunteers in problem solving, conflict management, and discipline
- Work with Development Coordinator and Executive Director in creating volunteer materials including but not limited to, print materials, copy and images for website, social media and website content
- Work on ReStore signage project to help the general public connect the ReStore to our Mission
- Oversee volunteers at Special Events

### Homeowner Services:

- Oversee operations of Family Selection Committee and Family Selection Process
- Review and evaluate family selection process to assure it is effective and efficient
- Coordinate orientations for prospective families
- Develop strategies to attract qualified applications within the community
- Coordinate newly selected family's transition to partnership with Habitat
- Keep program participants informed of upcoming classes, events, and "sweat equity" opportunities
- Review and update family support related policies as needed for board approval

- Distribute information on community resources, affiliate announcements, construction updates, and other topics necessary to keep families informed as they move through the process of homeownership
- Identify potential obstacles and challenges and plan strategies that empower the families to be successful homeowners
- Conduct and coordinate bi-lingual homeowner education classes to prepare families for homeownership
- Track homeowners' "sweat equity" hours and complete monthly reports to track progress.
- Become familiar with the resources within the community, develop partnerships, and facilitate referrals to other available resources for partner families
- Coordinate Groundbreakings and Dedications
- Work with Aspire Homeowners Association

Other:

- Attend business and community events as a MacHabitat representative
- Attend MacHabitat staff meetings
- Other duties as assigned

For more information about our affiliate and mission, please visit our website [www.machabitat.org](http://www.machabitat.org)

Please send cover letter and resume to Executive Director Katie Curry: [katie@machabitat.org](mailto:katie@machabitat.org)

Position open until filled.