

Black Hills Area Habitat for Humanity

Black Hills Area Habitat for Humanity is a non-profit Christian ministry that seeks to put God's love into action by bringing people together to build homes, communities and hope. We partner with families to build and repair simple, decent affordable housing.

Position Title: Volunteer Coordinator

Reports To: Operations Manager

Cooperates closely with: Project Managers, ReStore Managers, Homeowner Services Administrator, Resource Development Administrator, and Office Administrator.

Job Type: Volunteer/Part-time, average 15 hours per week

Position Summary:

The Volunteer Coordinator will manage volunteer activities, serving the mission of Black Hills Area Habitat for Humanity and our ReStore operation. The Volunteer Coordinator will be the liaison for individuals and groups that seek to partner with the Habitat mission.

Key Qualifications

1. Understanding and support of Black Hills Area Habitat for Humanity Mission.
2. Pleasant and encouraging attitude.
3. Strong communication skills, both oral and written.
4. Exhibit affiliate core values of loyalty, integrity, faith, trust, and servant heart.

Key Responsibilities

1. Conduct group orientations for volunteers.
2. Respond to all volunteer inquiries.
3. Communicate about potential volunteers with affiliate staff to ensure they are prepared for scheduled volunteer activities.
4. Schedule individual and group volunteers to meet the needs of office, construction and ReStore.
5. Maintain informal volunteer appreciation program and encourage volunteer retention for long-term engagement.
6. Keep job descriptions for volunteer positions updated.
7. Monitor volunteer satisfaction with follow-up surveys.
8. Ensure that volunteer liability waivers are signed and filed annually and that all volunteer paperwork is filed and hours are tracked.
9. If needed, assist staff in volunteer group supervision.
10. Manage lunch provider calendar for meals for construction volunteers.
11. Provide volunteer focused content for a monthly e-newsletter.
12. Resolve volunteer concerns or issues.
13. Provide training materials, procedures and current information to all committees.
14. Schedule annual committee chair meeting.
15. Work with staff liaisons to ensure productive committees that provide a meaningful experience for volunteers.

Required Knowledge and Skills:

1. Knowledgeable in Microsoft Office applications.
2. Strong organizational aptitude and follow-through.
3. Experience supervising volunteers preferred.

Required Physical Abilities:

1. Prolonged periods of standing or sitting at a desk.

Other Requirements:

1. Personal volunteer experience.
2. Must hold a valid driver's license and meet state requirements for automobile liability insurance.