Greater Nashua Habitat for Humanity
Part Time Volunteer Coordinator
Job Description

Reports to: Executive Director

Position Overview: The Volunteer Coordinator is a part-time member of the Habitat staff whose responsibilities focus on organizing volunteer support for the various activities of the affiliate.

Desired Qualifications:

- Ability to manage database online; attention to detail; good organizational skills; email skills;
- Ability to work with a team and individually.
- Proficiency with Microsoft Word and Excel desired.
- Team player with excellent personnel management skills and capacity to build a strong team.
- Strong communication skills.
- Strong organizational skills including documenting of all procedures.
- Demonstrated planning and organizational skills, including the ability to anticipate tasks, set priorities, meet deadlines, and function smoothly under strict deadlines and shifting priorities.
- Commitment to Habitat for Humanity's mission.

Duties:

- Manage the scheduling of volunteers, both one-time and ongoing.
- Help support the office staff in recruiting, training, and recognizing volunteers.
- Serve as a point of contact for community members interested in volunteering and manage the Volunteer email account.
- Assist in establishing and maintaining long-term relationships with our volunteers, including our Regulars, many of whom have been volunteering with us for decades.
- Manage and maintain online volunteer scheduling tracking program, including monthly schedules for construction sites.
- Maintain database of all prospect volunteers.
- Provide support to internal committees related to volunteer engagement.
- Assist in volunteer recruitment and scheduling of events.
- Attend staff meetings and other internal meetings as requested.
- Work with on-site volunteer liaison for home build construction days.
- Miscellaneous: other administrative tasks as needed.

Time Commitment:

- 20 Hours per week. Varies upon operations.