

JOB DESCRIPTION

Title: ReStore Volunteer Coordinator	Employment Status: Full-Time
Department: ReStore Operations	FLSA Status: Non-exempt
Reports to: ReStore Volunteer Program Manager	Supervises: Volunteers
Starting Range: \$14.23 - \$16.87	Benefits Available: Health, dental and vision insurance options; 401k match; PTO – vacation, sick, and holidays; and more

GENERAL DESCRIPTION:

The ReStore Volunteer Coordinator will assist the ReStore Volunteer Program Manager with the overall management of Habitat Denver’s ReStore volunteer program providing volunteers to all ReStores in the metro area. Responsibilities include responding to volunteer inquiries, scheduling volunteers, outreach coordination for volunteers, and volunteer appreciation.

CORE RESPONSIBILITIES:

Volunteer Program

- Respond to a high volume of volunteer inquiries – promptly respond to all emails, calls, and voicemails
- Maintain the online volunteer registration system and volunteer database
- Facilitate volunteer sign-in by maintaining paperwork, emergency information and stocking working sign-in tablets/registration computers
 - File and maintain all ReStore volunteer paperwork
- Assist with morning orientation as needed
- Assist ReStore Volunteer Manager with training efforts to support ReStore employees in properly checking in volunteers, filling out tracking paperwork for volunteers, engaging volunteers as community partners and other training as needed
- Maintain updated information about all ReStore volunteer needs in electronic form
- Schedule volunteer groups and individuals and provide materials and information to volunteers
- Work with the Construction Volunteer Coordinator to optimize scheduling of groups
- Work with the Volunteer Outreach Manager to perform outreach for ReStore Volunteer opportunities and keep the ReStore volunteer section of the website up to date
- Supervise data entry volunteers who work directly in support of the volunteer program
- Assist with volunteer appreciation efforts and special projects as needed

Other

- Collaborate with volunteer team, Database Administrator, ReStore staff and staff across the organization
- Establish and maintain effective relationships with groups in the community, staff at other affiliates, Habitat for Humanity (HFH) of Colorado and HFH International
- Other responsibilities as assigned by the Volunteer Program Manager

KNOWLEDGE, SKILLS, ABILITIES:

- Passion for Habitat's mission and goals to build a world where everyone has a decent place to call home
- Strong customer service skills
- Strong scheduling and coordination skills
- Effective public speaking skills
- Strong computer skills
- Experience with volunteer management systems (VolunteerHub) and donor databases (Raiser's Edge), desired
- Well organized and detail-oriented
- Enthusiastic and teamwork focused
- Self-motivated, able to work independently with minimal supervision
- Tact, diplomacy and flexibility
- Excellent written and verbal communication skills
- Project management skills
- Ability to manage multiple projects concurrently

EDUCATION, EXPERIENCE:

- BA/BS Degree preferred
- One year of volunteer or work experience with a nonprofit

PHYSICAL REQUIREMENTS NECESSARY TO PERFORM THIS JOB:

- Valid driver license
- Driving record that meets our insurance requirements
- Ability to travel to and from meetings and five metro area ReStores at times when public transportation can be challenging

WORK ENVIRONMENT AND CONDITIONS:

- Some work on evenings and weekends will be required
- Most work is performed on a computer at a desk in a shared office
- Ability to adequately traverse a warehouse retail store

Interested candidates should submit a resume and cover letter to Richelle Rothman at HRRecruiting@habitatmetrodenver.org for consideration.