

POSITION DESCRIPTION

Summary/Objective

As a Volunteer Services Coordinator, you will be on the front lines of service by helping the volunteers at our affiliate. Your primary responsibility will be to coordinate volunteer efforts, including but not limited to: assisting with on-site orientations, maintaining and updating the volunteer database, maintaining communications with volunteers through a monthly e-Newsletter, recruiting and scheduling volunteers, continually working on volunteer retention and recognition, or other new initiatives at our affiliate. Additionally, you will assist in the coordination of volunteer groups, On occasion, you may attend community outreach programs to promote volunteer opportunities and manage affiliate presence at volunteer fairs. Volunteers are a huge help in the weekly operation of our site, and we need someone like you to be the helping hand and voice to our volunteers.

Required Qualifications

1. 18 years of age or older
2. U.S. citizen, national, or lawful permanent resident
3. High school diploma or GED equivalent (or agree to work towards one while serving)
4. Driver's license
5. Personal vehicle
6. Strong verbal communication skills
7. Microsoft Office Suite (especially Word/Excel)
8. Strong written and verbal communication skills
9. Strong interpersonal skills; enjoys working with others

Helpful Qualifications

1. Experience working with volunteers or teaching/group facilitation experience
2. Ability to serve with diverse groups of people
3. Public speaking experience
4. Detail oriented and highly organized
5. Project Management experience

Benefits of Service

1. AmeriCorps National living allowance of \$15,570 (paid over the full 46.5 weeks of full-time service)
2. Segal Education Award of \$5,920 (upon successful completion of service) - lifetime maximum of 2
3. Affordable Care Act compliant health care plan (Habitat pays the monthly premiums)
4. Student Loan Forbearance (if eligible)
5. Child Care Benefits (if eligible)
6. 10 personal/sick leave days
7. Approx. 10 holidays (dependent on service location)
8. Member Assistance Program (MAP) – offers free services, such as counseling and financial planning resources

Please email employment@habitorlandoosceola.org for information on how to apply.

Habitat for Humanity Greater Orlando and Osceola County is an equal opportunity employer and seeks to employ and assign the best qualified personnel for all our positions in a manner that does not unlawfully discriminate against any person because of race, color, religion, gender, marital status, age, national origin, physical or mental disability, sexual orientation, veteran/reserve national guard status, or any other status or characteristic protected by law.