

POSITION DESCRIPTION

Mission

Seeking to put God's love into action, Habitat for Humanity brings people together to build homes, communities, and hope.

Compensation

Starting at \$18 based on experience

Benefits

- ✓ Health insurance - High deductible option paid 100% for employee only plus \$100 monthly HSA contributions = \$7,429.68/year
- ✓ Short- & long-term disability –Habitat paid
- ✓ Life insurance 1x salary paid by Habitat
- ✓ Voluntary dental, vision, supplemental life, EAP
- ✓ Retirement plan with match up to 5% after 1 year of service
- ✓ Paid holidays - 12 per year
- ✓ Flexible paid time off
- ✓ Telecommuting options
- ✓ Book and movie clubs
- ✓ Happy Hour onsite
- ✓ Snacks & Coffee Bar
- ✓ Wellness initiatives
- ✓ Public Service Loan Forgiveness Eligible Employer

Classification

Nonexempt

Reports to

Vice President of Resource Development

Summary/Objective

The Volunteer & Event Coordinator is responsible for the project management and implementation of events. This role sets the stage for an excellent volunteer and attendee experience by providing outstanding leadership, communication, & interpersonal skills while working closely with the Construction Volunteer Coordinator

Essential Functions

1. Develop relationships in the community to recruit, schedule, manage, retain, & steward volunteers on the build sites as well as in all areas of our organization.
2. Respond to Volunteer requests, questions or general inquiries via email and phone in a timely fashion.
3. Manage volunteer registration and communications.
4. Maintain liability waivers and ensure each volunteer has completed/signed required documents annually.
5. Act as the project manager for all volunteer event logistics, including pre, post, & day of event.
6. Coordinate photography of volunteer groups as well as post event photo sharing with the groups.
7. Work on build sites, in warehouses and in other locations throughout Orange and Osceola County to manage the onsite logistics of volunteer events.
8. Assist to identify and recruit potential crew leaders
9. Enter & track volunteer data in Salesforce and Volunteer Hub.
10. Provide data for internal and external organizational reporting of volunteer data.
11. Meet with Construction Department weekly plan and coordinate volunteer needs and activities.
12. Represent Habitat Orlando & Osceola at community volunteer events.
13. Work with all departments in the organization to ensure needs are met for successful volunteer events.

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14. Coordinate with the CEO and other members of the Executive Leadership team to ensure appropriate staff are present at volunteer events. Provide leadership with direction and talking points as needed.
15. Work with Operations Department to draft, maintain, and publish guidelines, best practices, and procedures for volunteer program.

Competencies

1. Passionate about the Habitat for Humanity mission and purpose
2. Ability to function effectively with a minimum of daily direction and support.
3. Ability to solve problems and make decisions independently in a creative and effective manner
4. Proficient in Microsoft Office Suite
5. Ability to work directly with people from diverse racial, ethnic, and socioeconomic backgrounds
6. Strong public speaking abilities.
7. Self-starter who takes initiative, can manage goals, & meet targets
8. Organized & efficient, with strong attention to detail & follow through
9. Ability to work in a team environment
10. Ability to manage multiple projects, with competing demands, while maintaining a commitment to excellence

Supervisory Responsibility

This position will supervise volunteers

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job in an office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines. This role will also work in a construction environment. On occasion, an employee may be susceptible to outside weather climate and conditions.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to use hands, reach with hands/arms, listen, and communicate. The employee must be capable of lifting and/or moving up to 15 pounds on a necessary basis and will occasionally be required to stand and walk for extended periods of time consistent with a typical office environment.

Position Type/Expected Hours of Work

This is a full-time, hourly position and the office hours of operation are Monday through Friday, 9 a.m. to 5 p.m. Some early mornings, evenings and weekends may be required.

Travel

Travel, if any, is primarily local during business hours and mileage is reimbursed.

Required Education and Experience

High school diploma or equivalent

Experience working with volunteers

Must obtain First Aid/ CPR/ AED certificate within first 90 days: training provided by Habitat

Must obtain OSHA Competent Person certificate within first 90 days: training provided by Habitat

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Must obtain Anti-Money Laundering certificate within first 90 days: training provided by Habitat

Preferred Education and Experience

1. Experience in nonprofit or affordable housing
2. Experience with Salesforce
3. Experience with VolunteerHub
4. Knowledge of Habitat for Humanity and all aspects of the organization or ability to learn and answer questions on all aspects of the organization in a clear and accurate manner.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Office Location:

4116 Silver Star Rd. Orlando, FL 32808

To Apply:

Please send resume and cover letter to employment@habitorlandoosceola.org

All resumes will be reviewed upon receipt.

Habitat for Humanity Greater Orlando & Osceola County, Inc. 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.

6/14/2022

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Habitat Greater Orlando & Osceola County Core Values

WE... leads our core values as WE are a team operating together. WE are the foundation that the core values are built upon; these values do not apply to or represent just one of us -- they apply to all of us. Only as a team will we succeed.

Deliberate

- Planful – You look forward and work not only on what is in front of you, but also what is on the horizon.
- Measured – You pay attention to the little details that make a big difference.
- Levelheaded – You do things the right way, even when it's not the easy option.

Honorable

- Candid – You point out issues, along with possible solutions.
- Transparent – You own your mistakes and learn from them.
- Trustworthy – You do what you say you are going to do.

Nimble

- Empowered – You accept the independence and responsibility to excel.
- Creative – You integrate process improvements and innovations into project enrichment.
- Flexible – You welcome opportunities to broaden your skill set and gain new perspective.

Optimistic

- Positive – You embrace opportunities to positively elevate others.
- Fun – You work hard...but have fun doing it.
- Playful – You incorporate a spirit of adventure and playfulness into your work when appropriate.

Tenacious

- Diligent – You are mindful about the details and show care and enthusiasm for big and small projects alike.
- Dedicated – You champion perseverance in all that you do.
- Driven – You make sure that the job gets done even when there are obstacles or tight deadlines.