

## 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 Planning & Construction

### Summary/Objective

The Volunteer Coordinator will administer all construction-related aspects of the organization's volunteer program to deliver a superior volunteer experience for Habitat for Humanity Greater Orlando and Osceola County (HGOO). The volunteer Coordinator sets the stage for an excellent volunteer experience by overseeing recruiting, scheduling, processing, training, supervising, retaining, and stewarding of all volunteer groups, Crew Leaders and Weekday Warriors and works closely with the Volunteer & Event Coordinator to ensure that HGOO's volunteer needs are met on the build sites in the warehouse and during events.

### Essential Functions

1. Collaborate extensively with the Volunteer & Event Coordinator to ensure a successful volunteer program.
2. Oversee the Construction team's side of the Volunteer Program, including supporting the Construction Site Foreperson in scheduling tasks for volunteer events and ensuring a high level of communication between the Development and Construction Departments.
3. Recruit, manage, & steward volunteers
4. Assist Construction Site Foreperson in training of Crew Leaders and Weekday Warriors
5. Manage assignment of volunteers at volunteer events, corresponding to planned construction activities.
6. Maintains files, records, applications, position descriptions, hours, and other data concerning the volunteer program. Manage the reporting of that data both internally and externally.
7. Manage the volunteer orientation and training process, including conducting circle and safety meetings on event days, as well as demonstrating skilled tasks to and supervising volunteer groups as needed.
8. Work on build sites, in the warehouse at HQ and at lots and other sites in both Orange and Osceola County.
9. Represent the organization at volunteer recruitment events and general community events.

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10. Work with Operations Department to draft, maintain, and publish guidelines, best practices, and procedures for volunteer program, particularly relating to Group Leaders and Crew Leaders.

### 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 oral & written communication skills.
7. Strong public speaking abilities.
8. Strong customer service skills.
9. Strong scheduling skills.
10. Ability to train and supervise volunteers of various skill levels in construction and non-construction tasks.
11. Excellent organizational skills and attention to detail.
12. Strong leadership skills with ability to motivate and encourage others.

### 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 a Construction and office 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 lift, use hands, reach with hands/arms, listen, and communicate. The employee must be capable to lift and/or move 50+ pounds on a regular daily basis, frequently required to stand and walk for long extended periods of time, climb or balance and stoop, kneel, crouch or crawl.

### 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

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



# Volunteer Coordinator

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### **Preferred Education and Experience**

Experience in nonprofits or affordable housing or construction

### **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

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### **To Apply:**

Please send resume and cover letter to [employment@habitorlandoosceola.org](mailto: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.*

8/10/2022

## POSITION DESCRIPTION

### 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.