

Habitat for Humanity of Kitsap County is seeking an energetic, highly motivated Volunteer Coordinator. The ideal candidate must be team-oriented, highly organized and a proactive individual to provide a full range of volunteer coordination, which includes administering the volunteer program for Habitat for Humanity of Kitsap County (HFHKC). The primary responsibilities include the recruitment, scheduling and coordination of work groups and individual volunteers for the entire affiliate, including New Construction and the Habitat Store.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Administrative

- Being an advocate for affordable housing in our community and across the world
- Maintain the volunteer database
- Participate in planning our annual Raise the Roof event.
- Assist resource development manager with website and other social media platforms

Volunteer Responsibilities:

- Respond to all individual volunteer inquiries.
- Maintain volunteer database and records of volunteer activities, including numbers of teams, volunteers, number of hours worked contact information, etc.
- Manage special volunteer programs such as, Women Build, Collegiate Challenge, Group Builds, Care-A-Vanners, Global Village, A Brush with Kindness, etc.
- Develop and implement strategies for actively soliciting, engaging, and retaining volunteers.
- Meet/communicate with construction staff regularly to schedule volunteers.
- Coordinate youth volunteer programs including YouthBuild, Campus Chapters, etc.
- Conduct regular volunteer orientation for new volunteers.
- Meet and greet volunteers at the job site.
- Solicit lunch providers for the construction site.
- Conduct regular volunteer appreciation events.
- Maintain volunteer job descriptions.
- Conduct regular volunteer satisfaction surveys and communicate results.
- Ensure that volunteer liability waivers are signed and filed.
- Manage community service volunteers from local jurisdictions.
- Compose and distribute press releases through social media platforms related to volunteer activities.
- Maintain volunteer policy & procedures.
- Manage/supervise internships and job training placement (when applicable.)
- Supervise, monitor, and delegate tasks to volunteers, homeowners and other team members as appropriate
- Notify the appropriate team member, in a timely manner, when team resources are needed for specific jobs.
- Other responsibilities as assigned by the CEO and Director of Finance and Administration.

Education/Experience:

- Bachelor's degree and, or equivalent combination of education and experience.
- Preferred 2 years customer service skills
- Proficient in Microsoft Office 365
- Proficient with social media and website management
- Training available, no experience necessary

Additional Requirements:

- Commitment to Habitat's Mission, Vision and Principles
- Enthusiastic and focused on teamwork.
- Effective leadership and engagement skills.
- Ability to work a flexible schedule. Outside meetings and presentations, some evenings and weekends required.
- Valid driver license with good driving record.
- Occasional travel throughout Kitsap County and some overnight travel to other cities/states may be required.
- Must be able to pass a criminal background check, drug screening and be fully vaccinated against COVID-19.

Physical Demands and Work Environment: The physical demands and work environment described below represent the activities and surroundings of the positions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate consisting of usual open-concept business office sounds including but not limited to people talking, computers, printers, telephones, and light foot traffic.

Benefits

HFHKC offers a comprehensive benefits package that includes:

- Health insurance (medical, vision, dental)
- Vacation & sick time
- 3% matching 403(b) retirement plan

Please send resume and cover letter to hr@kitsaphabitat.org

RESUMES WITHOUT COVER LETTERS WILL NOT BE REVIEWED.