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## JOB DESCRIPTION

### VOLUNTEER COORDINATOR

Qualified candidates must have proven communication skills, including public speaking. Must demonstrate excellent organizational skills (paper files and computerized database, excel and publisher, along with a very strong attention to detail. Be people-oriented, flexible, enthusiastic, and willing to advocate the mission of Crow River Habitat for Humanity.

#### **Our Vision:**

A world where everyone has a decent place to live.

#### **Our Mission Statement:**

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

#### **REPORTS TO:**

Crow River Habitat for Humanity, Inc., Executive Director

#### **JOB SUMMARY:**

Responsibilities include seeking volunteers for build and non-build opportunities. Retain volunteers as a result of their having a positive experience. Stay aware of current affiliate and worksite needs as they change frequently and without notice. Maintain Facebook and website updates and keep up with any promotions via Habitat or other fundraising activities. Assist ED in office with general duties & event planning.

#### **TIME REQUIREMENTS:**

40 hours every two weeks. Hours are flexible, but will need to choose 3-5 days per week with set office hours. Pay is \$16.00 per hour.

You will be asked to attend committee meetings occasionally, as well as various public functions. This will require evening hours and weekend hours from time to time.

#### **PRIMARY GOALS:**

1. Promote Habitat for Humanity's mission.
2. Recruit volunteers.
3. Determine their skills/interests and time commitment interest.
4. Get them connected.
5. Keep them interested and engaged.
6. Recognize their efforts.
7. Maintain a database to track volunteers and provide all necessary paperwork for volunteers to complete whenever they are volunteering.
8. Create procedures to allow volunteers to have a successful experience.
9. Help plan fundraising events.

## VOLUNTEER COORDINATOR JOB DESCRIPTION (continued)

### **HOW TO MAKE THAT HAPPEN:**

#### **Promote:**

- Understand and share Habitat for Humanity's mission.

#### **Find:**

- Recruit volunteers for hands-on areas, such as worksite and fundraisers.
- Recruit non-construction volunteers for the affiliate, such as committee members.
- Work with churches to create an on-going awareness and to build volunteer base.
- Constantly seek new areas of volunteer possibilities.
- Recruit churches, individuals, and businesses willing to provide meals for volunteers at the work site.

#### **Determine:**

- Create & maintain a database that would match volunteer abilities & interests to the organizations current needs.
- Write instructions for volunteers to perform various tasks.

#### **Connect:**

- Maintain Facebook and website.
- Work with committees to determine current and upcoming needs.
- Schedule volunteers as needed using on-line system.
- Ensure that liability waivers are understood and signed by all.
- Remain sensitive to people's gifts and interests.
- Keep people informed of upcoming opportunities (Volunteer Newsletter, 1-2 pages).

#### **Retention:**

- Site Host during builds
- Develop, distribute, collect, and tabulate volunteer satisfaction surveys.
- Serve as a liaison between the affiliate and the community.
- Prepare literature geared toward volunteers.
- Greet volunteers and provide contact at worksites.

#### **Recognize:**

- Keep records of volunteer hours and services.
- Send thank you notes.
- Acknowledge volunteers at public events.

**Please submit Resume and Cover Letter to "bayley@crhfh.org" by Friday, April 29th at 4pm.**