

**Volunteer Coordinator**  
**Lakes Area Habitat for Humanity**  
**PO Box 234, Brainerd, MN 56401**  
**218-828-8517**  
**info@lakesareahabitat.org**

**Summary:** Responsible for planning and coordinating all aspects of volunteer staffing for Lakes Area Habitat for Humanity (LAHFH). Recruitment, scheduling and coordination of all workgroups and individual volunteers for worksites, salvages and the ReStore. Responsible for monitoring program effectiveness through evaluation instruments leading to recommendations for program enhancement and improvement.

Reports to Executive Director.

**Responsibilities and Duties:**

- 1.) Volunteer Recruitment and Scheduling (70%)
  - Work with Executive Director (ED), Construction Manager, and ReStore Managers to develop volunteer needs assessments by project and calendar.
  - Develop and implement strategy for actively soliciting, engaging and retaining new volunteers
  - Schedule volunteers to meet the volunteer needs of construction and ReStore and other non-construction activities
  - Coordinate the scheduling of groups and skilled volunteers
  - Ensure that volunteer liability waivers are signed and filed
  - Develop and implement formal and informal volunteer appreciation program
  - Work with ED and board members on staffing special events like home show, fundraisers, and Women's Build
  
- 2.) Onsite Volunteer Management (10%)
  - Oversee volunteer sign-in and waiver form completions at all build sites
  - Help plan and coordinate home dedication ceremonies
  
- 2.) Program Monitoring (10%)
  - Focus on retaining long-term volunteers. Help establish and maintain relationships.
  - Monitor volunteer satisfaction
  - Create corresponding evaluations to monitor progress. Review plans regularly, report versus metrics and recommend changes as appropriate.
  
- 3.) Administrative & Financial (10%)
  - Maintain volunteer database and keep records of volunteer activities, including numbers of teams, volunteers, number of hours worked, contact info, etc.
  - Maintain complete, accurate records of all volunteer events and activities.
  - Use database to coordinate volunteer activities and recognition programs.

**Job Requirements:**

- A people-person with exceptional verbal, written, and listening skills;
- Strong leadership, team building, networking, organizational, and motivational skills;
- Well organized and detail oriented;
- Self-motivated, able to work independently; Must also be able to make decisions and solve problems independently and effectively;
- Database management experience and the ability to maintain accurate records and prepare timely and meaningful reports;
- Team player/able to work collaboratively and effectively with and among diverse populations.
- Commitment to Habitat's mission and principles.
- All other duties required to fulfill needs of affiliate.

Full-Time position, somewhat flexible hours. Outside meetings and presentations frequently required. Some evening/weekend work required.

**Salary/Benefits:** Salary range: \$45,000-\$60,000. Vacation, holidays, 401k, health insurance, short-term and long-term disability, life insurance and other benefits per the established policies.

To apply, please send cover letter and resume to: LAHFH, PO Box 234, Brainerd, MN 56401 or email to: [info@lakesareahabitat.org](mailto:info@lakesareahabitat.org)