



**DEPARTMENTS:** Development & Construction  
**JOB TITLE:** Volunteer Engagement Coordinator  
**HOURS PER WEEK:** 40 (hourly position)  
**REPORTS TO:** Director of Development

**OVERVIEW:**

Indian River Habitat seeks a dynamic and high-energy individual for the mission-critical role of Volunteer Engagement Coordinator. Under the supervision of the Director of Development at Indian River Habitat for Humanity (IRHFH) and in close collaboration with the Director of Construction, the Volunteer Engagement Coordinator recruits and onboards all volunteers and provides best-in-class volunteer experiences for individuals, corporations, and organizations.

**KNOWLEDGE, SKILLS & ABILITIES:**

- Develop a thorough understanding of the goals, mission, philosophy, and policies of IRHFH
- Commitment to fostering a positive volunteer experience critical to Habitat operations
- Effective communication internally and externally to maintain an atmosphere where volunteer opportunities are consistently available as an ongoing public relations effort
- Ability to think strategically about the volunteer experience as it pertains to Habitat’s mission
- Self-motivated and able to perform with a minimum level of supervision
- The position typically works Tuesday through Saturday (7 am to 4 pm Tuesday through Friday, 7 am to 1 pm Saturday), with some evenings as needed for events
- Ability to liaise with national groups and schedule workdays
- Detail oriented and able to multi-task within a fast-paced environment
- Ability to work both independently and as part of a team

**SPECIFIC DUTIES:**

- Recruit for all volunteer positions across the organization through online listings, targeted communication, and community relationships.
- Collaborate with Development and Communications to keep websites, brochures, signage related to volunteer opportunities, and events up to date
- Travel to build sites to interact with volunteers, collect time sheets, and deliver snacks
- Respond to all volunteer opportunity inquiries by email, phone, website requests, and walk-ins
- Manage recruitment, scheduling, and volunteer experience for all ReStore volunteers
- Screen, place, and on-board individual volunteers across the affiliate
- Manage the affiliate’s Care-A-Vanners program
- Track statistics on volunteer applications received, placement, and retention of volunteers
- Manage and drive implementation of new volunteer portal
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This notice is written pursuant to the Equal Employment Opportunity Order at Executive Order 11246, as amended, and the implementing regulations at 41 CFR 60. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or status as a protected veteran.



- Work with the Director of Development to create and implement a robust volunteer recognition and appreciation program
- Prepare monthly, quarterly, and annual reports as required
- Engage with volunteers from all walks of life on a daily basis and provide excellent customer service to meet volunteer needs and ensure a positive experience
- In collaboration with the Director of Construction, schedule individuals and groups for workdays
- Other duties as assigned

**QUALIFICATIONS:**

- Bachelor's Degree Preferred
- Proficiency in MS Office, particularly Microsoft Word and Excel
- Experience recruiting and managing volunteers
- Well-developed customer service ability
- Good collaboration, organizational, and communication skills

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