



Job Description

Position Title: Volunteer Engagement Coordinator - ReStore

Supervisor Title: Director of Volunteer Engagement

FLSA Status: Exempt Non-Exempt

Date: 2022

General Position Summary:

The Volunteer Engagement Coordinator works as a member of the Volunteer Engagement Team to engage volunteers in support of the organization's mission of building homes, communities, and hope. This individual is responsible for Habitat's ReStore volunteers including partner programs with AARP and Re-employability, sponsor cultivation, stewardship, and retention. This position is responsible for assisting with innovating, leading, and managing Greater Des Moines Habitat for Humanity's volunteer engagement program.

Core Responsibilities:

1. Volunteer Engagement

- Manage collaborative volunteer partnerships (internal and external) by identifying, creating, and promoting a continuum of volunteer engagement that aligns with the mission of Greater Des Moines Habitat for Humanity.
- Work closely with the ReStore leadership team to ensure fulfillment of volunteer opportunities; creating, and inspiring innovative volunteer roles as appropriate.
- Training ReStore staff to provide a positive volunteer culture.
- Recruit and connect volunteers to engagement opportunities with ReStore and construction services; including corporate/church volunteer fairs, speaking engagements, calls, etc.
- Ensure volunteers have a positive experience with Greater Des Moines Habitat for Humanity and utilize relationship building efforts to maximize retention and advocacy by providing meet and greets every morning.
- Mobilize and manage volunteers through a comprehensive online volunteer database and relationship management system.
- Carry out other duties as assigned

2. Special Event Management

- Assist in coordination of volunteer appreciation events with support of volunteer engagement team

Requirements:

- College degree in complementary field or the right combination of education and/or relevant experience in volunteer engagement, outreach, communications, event coordination etc. may be substituted in lieu of degree requirement
- Position will work Tuesday - Saturday.
- Ability to use the Internet and have a proven willingness/aptitude and comfort level with learning new software applications as necessary. Experience with Salesforce a plus
- Understanding of positive volunteer experience and relationship management.
- Desire to work in the nonprofit sector with a faith-based organization
- Strong organizational and time management skills
- Excellent written and verbal communication skills
- Ability to work independently and as a part of a team
- Knowledge and proficiency with Microsoft Office products
- Experience with Habitat for Humanity and/or affordable housing a plus

Job Competencies:

Demonstrate commitment to Greater Des Moines Habitat for Humanity's Mission and Values

Mission

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

Values

- Build Solutions
- Build a Safety Mindset
- Build Faith and Family
- Build as Stewards
- Build with Heart

Normal Work Environment (Check best description):

Office	Outdoors	Retail	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Continuous (67-100% of workday)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Frequent (34-66% of workday)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Occasional (1-33% of workday)

Physical Requirements:

Continuously = 67-100% of workday

Frequently = 34-66% of workday

Occasional = 1-33% of Workday

(Indicate C, F, or O in front of each below)

- | | |
|---|---|
| <input type="checkbox"/> Sitting | <input type="checkbox"/> Standing |
| <input type="checkbox"/> Bending | <input type="checkbox"/> Twisting |
| <input type="checkbox"/> Stooping | <input type="checkbox"/> Reaching above Shoulder |
| <input type="checkbox"/> Kneeling | <input type="checkbox"/> Reaching below Shoulder |
| <input type="checkbox"/> Crawling | <input type="checkbox"/> Working at Low Position |
| <input type="checkbox"/> Climbing Stairs | <input type="checkbox"/> Pushing/Pulling |
| <input type="checkbox"/> Climbing Ladders | <input type="checkbox"/> Working on Elevated Surfaces |
| <input type="checkbox"/> Driving | <input type="checkbox"/> Walking |
| <input type="checkbox"/> Working on uneven surfaces | |

Weight Lifting/Carrying:

- Sedentary (0-10 lbs.)
- Light (11-25 lbs.)
- Medium (26-50 lbs.)
- Heavy (51-74 lbs.)
- Very Heavy (75-100 lbs.)

Dexterity:

- Eye/Hand Coordination
- Feet (foot pedals)
- Fingering (picking, pinching, etc.)
- Handling (holding, grasping, etc.)
- Wrist Motion (repetitive flexion/rotation)

Hearing: Yes No

If yes, explain the reason hearing is necessary:

Hearing is necessary to perform the job as the ability to communicate verbally is essential to training and coordination with internal and external customers.

Visual Acuity Distance: (Example - clarity of vision at 20 inches or less):

Clarity of vision at 24 inches or less necessary to view computer monitor and read reports.

Equipment/Supplies/Tools

- Computer and Accessories
- Printer/Copier/Scanner/Fax
- Telephone
- General Office Supplies