

**POSITION DESCRIPTION: Manager of Volunteer Workforce  
and Safety Coordinator**

**POSITION TYPE: Full-Time/Hourly – Non-Exempt**

**THIS POSITION IS SUPERVISED BY: Construction Director**



**JOB SUMMARY:** The Volunteer Workforce Manager and Safety Coordinator is responsible for recruiting, registering, training, retaining and tracking all volunteer human resources to meet Habitat's needs. This position also ensures that all levels of volunteers have a positive, safe, and productive experience. This position works independently with minimal daily supervision and ensures that the critical volunteer resources remain engaged and prepared to help meet Habitat's mission which is as follows: Seeking to put God's love into action, Habitat for Humanity brings people together to build homes, communities and hope.

**PRIMARY RESPONSIBILITIES & DUTIES:**

- Manage Future Habitat Homeowners' construction sweat equity hours through their sweat equity accumulation phase including assignment of work
- Recruit and retain volunteers for all areas of the affiliate, coordinating with other staff to promote training and programs for volunteers in construction, general office support, and other areas as identified. Volunteers also include interns and local Habitat collegiate campus chapter members
- Be onsite during build hours to ensure quality volunteer experience (Tuesday, Wednesday, Saturday - estimate of 7:00 AM-2:00 PM) and manage sign-in and release forms each build day
- Maintain required communication channels to promote working environments that encourage fellowship, transparency and positive outcomes
- Assist in ensuring availability of all information and training needed by volunteers to be successful
- Provide feedback to other departments to ensure all volunteer opportunities are capitalized upon and the volunteer experience is safe, productive, enjoyable and engaging
- Plan and coordinate quarterly volunteer luncheons
- Manage and record all volunteer liability waivers and volunteer hours
- Manage and oversee safety program and policies
- Publish and communicate volunteer construction schedules with sponsor, future homeowners, volunteers and staff
- Communication with Future Habitat Homeowners regarding the building process of their home
- Lead volunteers on paint days and pre-insulation days.
- Other duties as assigned

**WORKING CONDITIONS:**

- The work hours may vary seasonally, however the primary work hours are 4 weekdays and Saturdays with a typical work week consisting of 37.5 hours; at no time should the number of hours worked exceed 40 hours per week without the advanced written permission of the Executive Director.
- Outdoor working environment during a variety of weather conditions, including heat and cold; minimal indoor work
- Exposure to working conditions associated with residential construction building

**JOB REQUIREMENTS INCLUDING PHYSICAL REQUIREMENTS:**

- Believes in and supports the mission of Habitat for Humanity to provide affordable homeownership opportunities to low income, qualifying applicants
- Knowledge of volunteerism and volunteer management practices preferred
- Ability to plan, schedule, prioritize, coordinate, delegate and manage multiple work activities with minimal supervision

- Ability to provide motivating leadership to the volunteer managers, construction volunteers, and future homeowners
- Ability to solve problems, set priorities and make decisions
- Ability to adapt to change and flexibility of work priorities
- Strong time management skills
- Strong oral and written communication and listening skills needed to connect with a broad diversity of stakeholders
- Strong interpersonal relationship and cultural competency skills with emphasis on ability to work with volunteers from a wide spectrum of people, displaying understanding of the challenges facing low-income families
- Ability to connect with and make presentations to diverse types of organizations: schools, businesses, government, faith organizations, etc.
- Proficiency in Microsoft Office including Outlook, Word, Excel and adaptability to use construction scheduling and management software and database software
- Possess and maintain a valid driver's license
- Activity requiring the ability to stand and walk on level and uneven ground
- Ability to carry, push, pull, and lift 20 lbs. on a repetitive basis
- Ability to climb and bend