**Rockford Area Habitat for Humanity**

**Job Description**

**Job Title:** Volunteer Manager

**Reports to:** Executive Director

**Job Summary:** Responsible for all aspects of the affiliate volunteer program. This role will support all volunteer development and support activities for the affiliate office, the construction program, and the ReStore.

**Job Duties and Responsibilities:**

* Will develop volunteer recruiting processes to support all volunteer needs of the affiliate.
* Will be the main point of contact for the affiliate for all external contact from organization volunteer requests.
* Support and enhance an on-line platform that offers potential volunteers a way to express their interest in work with our affiliate.
* Develop an effective volunteer data base that identifies available candidates while accurately tracking volunteer hours.
* Administer onsite volunteer orientation training for new volunteers for both the office and ReStore.
* Work closely with the affiliate Construction Manager in coordinating the use of volunteers on construction projects.
* Coordinate with local churches and organizations in the development of a lunch schedule to support build season days
* Divide work responsibilities between both at the affiliate office and the ReStore.
* Develop new external sources of volunteers throughout the community.
* Partner with Habitat managers to identify new ways to support existing volunteers and retain them.

**Skills Required**

* High School diploma required – college degree preferred
* Competency in e-mail and other basic on-line systems, including social media
* Excellent organizational skills and the ability to multi-task while handling multiple priorities
* Strong communication skills and the ability to interact effectively with a wide variety of people
* Must possess a positive, enthusiastic attitude that promotes successful teamwork and collaboration.
* Possess a professional demeanor that allows you to represent the mission and strategic goals and objectives of RAHFH in a positive manner.

The duties and responsibilities presented in this job description are intended to be representative in nature and should not be construed as an exhaustive list.

To apply contact Keri Ascevedo [KeriAsevedo@rockfordhabitat.org](mailto:KeriAsevedo@rockfordhabitat.org)

Signature of employee confirming receipt of form \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_

Signature of Executive Director \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_

August 2021