



## JOB DESCRIPTION

<b>Title: ReStore Volunteer Coordinator</b>	<b>Employment Status: Full-Time</b>
<b>Department: Strategic Partnerships</b>	<b>FLSA Status: Non-Exempt</b>
<b>Reports to: Volunteer Manager</b>	<b>Supervises: Volunteers</b>

### MISSION:

*Seeking to put God's love into action, Pikes Peak Habitat for Humanity brings people together to build homes, communities, and hope.*

### GENERAL DESCRIPTION:

The ReStore Volunteer Coordinator supports all aspects of the Volunteer Program, with a primary focus on the recruitment, coordination, and retention of ReStore and other affiliate volunteers. This role works closely with team members to ensure volunteers have a positive, safe, and meaningful experience while advancing the mission of Pikes Peak Habitat for Humanity.

### 1. Needs Assessment & Risk Management

- Assess volunteer needs through ongoing communication with ReStore staff and stakeholders.
- Develop volunteer position descriptions and manage the volunteer database (CERVIS) by accurately tracking data to include contact information, hours, volunteer activity and more.
- Align program goals with the affiliate's strategic plan and report outcomes.
- Serve as Volunteer Safety Officer, ensuring volunteer safety practices are followed.
- Create, review, and respond to volunteer surveys.

### 2. Recruitment & Recognition

- Create and implement volunteer recruitment and communication strategies.
- Coordinate volunteer scheduling and set expectations with community groups, sponsors, businesses, and individuals.
- Develop partnerships and maintain opportunities with local programs and internships.
- Interview volunteers, track hours, and manage multiple partner agency timesheets.
- Support the Volunteer Manager at outreach and recruitment events in El Paso County.
- Help plan and execute the annual Volunteer Appreciation Event with the Volunteer Manager.
- Assist in developing volunteer recognition and motivation initiatives.

### 3. Orientation, Training & Supervision

- Conduct orientations and safety briefings for ReStore volunteers at all ReStore locations.
- Schedule and prepare volunteers and groups for service days, ensuring expectations and paperwork are complete.
- Be accessible to ReStore staff to resolve on-site issues.
- Ensure volunteer policies and procedures are current, clearly communicated, and enforced; e.g.: Safeguarding, age requirements etc.

- Lead volunteer groups as needed at either ReStore location.
- Work with ReStore staff to provide creative volunteer roles for people of all abilities.
- Act as the liaison between partners, sponsors, partner families, internal teams, affiliate staff, and volunteers.

#### **4. Affiliate Special Events and Additional Duties as Assigned**

- Assist with planning and logistics for home dedications, ground blessings, and other affiliate events, stepping in as logistics coordinator when needed.
- Additional duties as assigned.

#### **Knowledge & Skills**

- Proficiency in Microsoft Office.
- Experience with CERVIS and social media preferred.
- Strong multitasking, organizational, and deadline management skills.
- Positive, upbeat attitude with excellent interpersonal, oral, and written communication abilities.
- Skilled in troubleshooting, conflict resolution, and working both independently and collaboratively.
- Comfortable with public speaking and with engaging diverse volunteer groups.
- Patient, welcoming, and adaptable in fast-paced environments.
- Willingness to support additional administrative tasks as needed.

#### **Education & Experience**

- High school diploma or equivalent required; BA/BS preferred.
- One or more years of volunteer coordination experience in a nonprofit setting preferred.
- Habitat for Humanity experience a plus.

#### **Physical Requirements Necessary to Perform this Job**

- Ability to work in ReStore, office, and construction site environments.
- Must travel to off-site meetings and events as needed.
- Capable of lifting and carrying at least 50 lbs. and navigating warehouse environments with typical obstacles.

#### **Work Environment and Conditions**

- Exterior working environment during a variety of weather conditions.
- Personal vehicle required. The ReStore Volunteer Coordinator role requires travel throughout El Paso County. Proof of insurance and driver's license required upon hiring.
- Position hours are Tuesday – Saturday, 9:00 am - 5:30 pm Mountain Time Zone.
- Physical workspace will be at the ReStore locations, the business office, and when needed, the construction site. Should be comfortable working from multiple locations through the week.
- Occasional travel for professional development events.

#### **Standards for Measuring Performance**

- Completeness, accuracy, and punctuality of reports and other assignments.
- Ability to obtain agreed upon volunteer certification through Habitat for Humanity and the Council for Certification in Volunteer Administration.
- Willingness to participate in professional development opportunities.
- Create a great experience for volunteers and sponsors.
- Maintain high standards of integrity and compliance.

#### **EQUAL EMPLOYMENT OPPORTUNITY:**

Our commitment to Equity, Diversity, and Inclusion in the Workplace: Pikes Peak Habitat for Humanity is an equal opportunity employer. Candidates from diverse backgrounds are encouraged to apply and are considered for employment on merit alone without regard to race (including characteristics associated with race such as hair texture, hair type, and protective hairstyles), color, religion, sex, sexual orientation, gender identity, transgender status, national origin, disability, pregnancy, age (40 or older), genetic information (including family medical history), marital status, military status, lawful conduct outside of work, membership or non-membership in a labor organization, or status in any other group protected by federal, state or local law.

#### **COMPENSATION AND BENEFITS:**

- The hiring range for this position is projected to \$19 - \$22 per hour depending on experience.
- All full-time Pikes Peak Habitat for Humanity employees are eligible for the following employee benefits:
  - Medical/Life/Dental/Vision Insurance/401(k) Retirement Program with employer match up to 4%/Accrued Vacation and Sick hours/Paid holidays. Short term disability is available through the Colorado FAMLI program.

#### **APPLICATION TIMELINE & INSTRUCTIONS:**

- Position will remain open until filled.
- Apply on our website at [pikespeakhabitat.org/employment](https://pikespeakhabitat.org/employment)
- Upload C.V./Resume
- Upload cover letter explaining how you meet/exceed the position's preferred levels of education and experience contained within this job description.
- **NO PHONE CALLS, EMAILS OR PERSONAL INQUIRIES**

#### **ABOUT PIKES PEAK HABITAT FOR HUMANITY:**

Habitat for Humanity, founded in 1976, is a global, Christian-based nonprofit organization that grew out of an intentionally multi-racial community in rural Georgia. Locally, Pikes Peak Habitat for Humanity was established in 1986. Seeking to put God's love into action, Pikes Peak Habitat brings together people of all faiths and people of no faith to build homes, communities, and hope. Working alongside each other, we help families and individuals build and improve places to call home and achieve the strength, stability, and self-reliance they need to build better lives for themselves. Pikes Peak Habitat seeks individuals who have a willingness to affirm these principles and values.

At Pikes Peak Habitat for Humanity, we embrace a history rooted in creating equity and take our mission seriously by courageously committing to a culture and workplace where all staff feel safe, welcome, visible, respected, supported, and valued. As an equal opportunity employer, we realize that our success depends upon building an inclusive workforce of diverse perspectives and encourage people of varied races (which is inclusive of traits historically associated with race, including, but not limited to, protective hairstyles and hair texture), ethnicities, national origins, tribes, religions, ages, gender identities and expressions, genders, sexual orientations, marital statuses, disabilities, veteran/reserve national guard statuses, socio-economic statuses, thinking and communication styles to work with us.

We also require that all staff take seriously their ethical responsibilities to safeguarding our intended beneficiaries, their communities (especially children), and all those with whom we work. In line with the prevention of sexual exploitation and abuse, all staff must pass a thorough background screening and will be held accountable for upholding our policies around ethical behavior, including safeguarding and whistleblowing.