



Volunteer and Office Coordinator Job Description

TITLE: Volunteer and Office Coordinator (5 days/40 hours a week – non-exempt hourly position)

REPORTS TO: Operations Manager and Community Engagement Manager

ABOUT HABITAT: Habitat for Humanity of the Greater Teton Area (Teton Habitat) brings people together to build homes, communities and hope. We help low income families find opportunity and stability and to improve their futures. Habitat helps build stronger families and neighborhoods through homeowner education and by partnering with donors and volunteers to construct attractive, affordable homes. Homes are sold at no profit to pre-selected partner families with an interest free loan. Homeowners are required to contribute 500 hours of “sweat equity,” save at least \$1,500 toward the home closing, and take a series of homeowner education classes. Teton Habitat also runs a *Habitat for Humanity ReStore*, which sells donated building supplies, home furnishing and appliances to help fund Habitat’s mission. Teton Habitat is a locally run affiliate of Habitat for Humanity International.

JOB SUMMARY: The Volunteer and Office Coordinator supports administrative procedures and volunteer efforts of Teton Habitat. The position is adaptable and includes both office oriented tasks as well as opportunities to interact with members of the community on Habitat’s building site(s). The Volunteer and Office Coordinator must have the ability to manage multiple tasks, be detail oriented and enjoy working with people. The position reports to both the Operations and Community Engagement Managers. All work will be coordinated with those managers.

RESPONSIBILITIES AND DUTIES:

Volunteer activities:

- Support the volunteer program with recruitment and scheduling of volunteers and communicating with groups and individuals before and after volunteer shifts
- Enter volunteer data in database
- Prepare volunteer reports on a monthly basis
- Serve as volunteer host on Wednesdays, Thursdays and Saturdays by welcoming volunteers, giving a Habitat 101 talk and maintaining site hospitality needs and assist with volunteer efforts in the ReStore (water, coffee, snacks, etc.)
- Serve as ‘special volunteer group’ (National Civilian Community Corps, Collegiate Challenge, RV Care-A-Vanners) host when these volunteer events occur
- Help coordinate special event volunteers when these events occur (Hallowine, Eco Fair, etc.)
- Other duties as assigned by Community Engagement Manager

Office activities:

- Collecting and distributing mail
- Support A/P activities with collecting receipts for credit card statements, acquiring signatures for checks, scanning, and mail preparation
- Maintain construction payables record keeping
- Assisting with acquiring, maintaining and organizing office supplies
- Serve as meeting host by preparing and resetting conference room for committee and board meetings
- Other duties as assigned by Operations Manager

SKILLS & CHARACTERISTICS REQUIRED:

- Proficiency using computer, including Microsoft Word, Excel and Outlook and internet
- Strong organizational skills and ability to follow through with medium and long term projects
- Strong writing, spelling, and grammar skills
- Creativity, energy and friendliness are a must
- Ability to work Tuesday to Saturday schedule
- Ability to work some evenings
- Experience with Salesforce (desired)
- English and Spanish speaking (desired)