



JOB TITLE: Volunteer Services Coordination REPORTS TO: Volunteer Services Manager

Habitat for Humanity of Greater Los Angeles (HFH GLA) is seeking qualified employees to coordinate and support the many volunteers that are needed to accomplish our goals each year

Habitat for Humanity of Greater Los Angeles has been an active affiliate of Habitat for Humanity International for more than 20 years. By providing affordable housing, home repairs, skilled construction training, financial education, and volunteer opportunities the organization has transformed millions of lives, helped stabilize communities and fostered economic vitality in the region. On average, the affiliate builds and renovates 100 homes in the Los Angeles region, ranking it among the largest affiliates nationwide.

SUMMARY OF ESSENTIAL FUNCTIONS

- Assist with volunteer management including orientations, maintenance of database, volunteer tracking, and follow up for opportunities in construction, office, ReStore*, deconstruction, family services, special events, and with other needs.
- Work with construction staff to fulfill daily tasks needed to ensure successful volunteer build day: signing volunteers in, providing orientation and safety briefing, helping to put away tools with volunteers at end of day, ordering necessary volunteer supplies.
- Develop written volunteer position or assignment descriptions, as needed.
- Develop and implement effective recruitment messaging.
- Visit the build site to observe and gain an understanding of tasks in which volunteers are asked to participate. Occasionally participate in building alongside volunteers.
- Schedule and communicate affiliate needs with all assigned individual volunteers and volunteer groups (ex. crew leaders, Campus Chapters, and Collegiate Challenge).
- Assist in coordination of campus chapter groups and non-construction youth group projects.
- Improve "volunteer resource database" with contact info for volunteers who can assist with certain needs.
- Maintain communications with volunteers through a monthly volunteer eNewsletter and by updating Volunteer portions of affiliate website with current information.
- Plan and execute the annual Volunteer Appreciation Banquet.
- Develop new and revise old volunteer recognition tools.
- Devise and implement volunteer experience survey. Analyze results.
- Continue existing and develop new partnerships with community businesses and organizations to provide in-kind donations for collegiate challenge, volunteer picnic and other volunteer services.*
- Attend community outreach programs to promote volunteer opportunities, including events targeted at the military and veteran communities and senior community. Secure and manage affiliate presence at volunteer fairs.

SUMMARY OF JOB QUALIFICATIONS

- Valid Driver's License and ability to meet host site's insurance requirements.
- Microsoft Office Suite (especially Word/Excel)

Visit us at: www.habitatla.org

Employment is contingent upon completion of a satisfactory background check.

**Habitat for Humanity of Greater Los Angeles is an Equal Employment Opportunity employer. Applicants are considered without discrimination with regard to race, color, religion, sex, national origin, age, disability or other protected status.*



A Habitat for Humanity 
Affiliate of Distinction
2015–2017

This is full-time position. Work schedule is Tuesday – Saturday, 8:30 AM – 5:00 PM with some evening and weekends. Position requires local travel in the normal course of performing job duties with mileage reimbursement. Must have access to reliable transportation to perform job duties, valid driver’s license and meet the state required amount of personal automobile liability insurance.

TO APPLY (NO CALLS OR WALK-INS PLEASE):

CLICK HERE if you'd like to join our team.



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