



**JOB TITLE: Volunteer Services Coordinator REPORTS TO: CAITLIN ROSE,
Associate Director of Volunteer Services**

Habitat for Humanity of Greater Los Angeles (Habitat LA) is seeking a qualified candidate to assist Habitat for Humanity of Greater Los Angeles with the coordination, recruitment, retention and recognition of all individual volunteers. Assist in ensuring that the volunteer experience is mutually positive and valuable for each volunteer and for Habitat LA. 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

- Recruit and schedule individual volunteers for all departments. Utilizing systems in place as well as social media
- Maintain and organize all volunteer sites including construction, ReStore and various locations
- Recruit and train an active group of skilled volunteers
- Maintain volunteer database
- Coordinate volunteer recognition activities
- Perform any other reasonable functions as directed by the program manager to the extent that it is not in conflict with the primary position responsibilities

SUMMARY OF JOB QUALIFICATIONS

- 1-2 Years' experience in similar field
- High school diploma

This is full-time position. Work schedule is Tuesday – Saturday, 9 AM - 5:30PM, Saturday 7:30-4:00 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.

BENEFITS AND COMPENSATION:

We offer a full benefits package: medical, dental, and vision coverage; life and AD&D insurance; vacation and sick leave; holidays; flexible spending accounts; and 401(K) retirement plan and employee discount in our ReStores.

Compensation: DOE

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



Building a Greater Los Angeles

If you'd like to join our team, please send a cover letter, resume and salary requirements to:

EMAIL: HR@habitatla.org (Preferred)

MAIL: 8739 Artesia Blvd., Bellflower, CA 90706 – Attn: HR



Visit us at: www.habitatla.org Employment is contingent upon completion of a satisfactory background check and drug screen **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 and will consider qualified applicants with criminal histories in a manner consistent with the Los Angeles Fair Chance Initiative for Hiring.*