



Job Title: Volunteer Coordinator
Location: 300 Milroy Drive, Peterborough, ON
Salary: \$18-21/hour
Hours: 20-30 hours per week (part-time, day shift)

Overview

The Volunteer Coordinator is responsible for all aspects of the Habitat for Humanity Peterborough & Kawartha Region volunteer program. The Volunteer Coordinator's primary responsibilities include the recruitment, scheduling, and coordination of individual, group, and corporate volunteers.

This individual will help develop new ways to engage volunteers from the communities which we serve. They will also maintain the organization's volunteer database and monitor program effectiveness.

Habitat for Humanity Peterborough & Kawartha Region's mission is to bring communities together to help families build strength, stability, and self-reliance through affordable homeownership. Through shelter, we empower.

Job Responsibilities

- Respond to all volunteer inquiries
- Develop and implement a strategy for actively soliciting, engaging, and maintaining new volunteers
- Act as liaison to other organizations who are sending volunteers
- Schedule volunteers to meet the needs of the ReStore and construction teams
- Interview and place volunteers for specific needs such as committees, events, office, etc.
- Coordinate the scheduling of groups and skilled volunteers
- Maintain volunteer database and keep records of volunteer activities, hours, info, etc.
- Develop and implement formal/informal volunteer appreciation program
- Prepare job descriptions for volunteer positions
- Monitor volunteer satisfaction
- Coordinate activities for corporate and youth volunteers
- Develop and contribute to newsletters for volunteer-related activities
- Be an ambassador for Habitat for Humanity Peterborough & Kawartha Region



Qualifications

- Enthusiasm, teamwork-focused, and strong customer service orientation
- Well organized and detail oriented
- Effective leadership and team building skills
- Self-motivated and able to work independently
- Possess tact, diplomacy, emotional intelligence, and flexibility
- Reliable with good supervisory skills
- Excellent written and verbal communication skills
- Ability to multi-task with great time-management skills
- Ability to work evenings or weekends periodically for meetings or presentations
- At least 2 years of relatable experience and/or a degree in an appropriate discipline
- Fully vaccinated
- Acceptable criminal record check

Apply Today

If you feel you're a good fit for our awesome team, please send along your cover letter and resume to hr@habitatpkr.ca stating the position title in the subject line. Please include why you would like to work for Habitat for Humanity Peterborough & Kawartha Region.

We thank all applicants for their interest, however, only those selected for an interview will be contacted.