

Volunteer & Community Engagement Coordinator

Job Title:	Volunteer & Community Engagement Coordinator
Reports To:	Communications Manager
Location:	300 Milroy Dr., Peterborough, Ontario
Salary:	\$21.00 per hour
Status:	Permanent Part-time (20 hours per week)

“Build” Your Future With Us

Love connecting with people? Can start a conversation with anyone? Get energized by encouraging others?

We're looking for an outgoing, enthusiastic Volunteer and Community Engagement Coordinator to be the friendly face of Habitat across Peterborough and the Kawartha Region. You'll be out at farmers' markets, community events, our ReStores, build sites, and more – meeting people, sharing Habitat's mission, and getting them excited to volunteer.

If you love connecting with people, motivating volunteers, and creating a welcoming experience, you'll thrive in this role. You'll recruit and support volunteers, track volunteer hours, build relationships, and help ensure every volunteer feels valued and inspired to come back. We have a new system to organize and recognize volunteers and their milestones with us. You will oversee implementing this program and keeping it alive!

If you're organized, full of positive energy, and passionate about bringing people together, we'd love to meet you.

Main Responsibilities

- Actively recruit volunteers for ReStores, build sites, the office, and special events.
- Maintain and grow a robust volunteer database.
- Manage and update our Volunteer Village wall.
- Work with staff across departments to identify and fulfill volunteer needs.
- Communicate clearly with new and existing volunteers and assist with onboarding and scheduling.
- Serve as a public ambassador of Habitat for Humanity at community events, farmers markets, fairs, fundraisers, and networking opportunities.
- Promote Habitat's mission, programs, volunteer opportunities, and homeowner pathways to a wide range of audiences.
- Build relationships with local organizations, service groups, businesses, schools, and faith communities to expand engagement.
- Assist in organizing and attending volunteer appreciation events, public outreach activities, and community gatherings.
- Support fundraising events, including ticket sales (e.g., 50/50 draws), onsite logistics, and volunteer coordination.
- Collaborate with the communications team to promote events and share impact stories.
- Track engagement metrics and volunteer data using CRM tools.

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- Provide regular reports on outreach efforts, volunteer recruitment, and community partnerships.
- Help build systems that improve the volunteer and public engagement experience.
- Perform other duties as assigned

Qualifications

- Minimum of two years experience managing a large volunteer program and knowledge of sound volunteer management practices gained through experience.
- Proven relationship building skills anchored by strong interpersonal skills with a high degree of professionalism, confidence, tact, and independence in representing the organization and leveraging our brand.
- Be detail-oriented, precise, and organized.
- Have experience planning and organizing events and logistics.
- Proven ability to listen, and speak and write in a clear, concise, and timely manner.
- Strong work ethic and high energy; suited to a multi-tasking, fast-paced environment.
- Able to prioritize among competing business needs and to work collaboratively with the team to ensure all requests for volunteer support are delivered upon.
- Availability to work a flexible and sometimes varied schedule. This position requires occasional evening and weekend work.
- Demonstrated appreciation of diverse backgrounds, perspectives and lived experiences and ability to leverage the strength that lies in that diversity.
- Valid G class license and access to own reliable vehicle.
- Clearance by a police background check.
- A love of being part of a team; a willingness to roll up your sleeves and help staff in other areas when 'all hands-on deck' are needed.
- Ability and openness to travel within our working geographical region across Peterborough and the Kawartha Region.
- Knowledge of Microsoft 365 and data entry an asset.
- Fantastic sense of humour.
- Mission-driven: A passion like ours ... to help more families realize the strength and stability of their own home!

To Apply

Please send your resume and cover letter to hr@habitatpkr.ca with the position title and location in the subject line. In your cover letter, please include why you would like to work for Habitat PKR.

We thank all applicants for their interest in Habitat for Humanity Peterborough & Kawartha Region, however, only those selected for an interview will be contacted.