



*Building homes. Building community. Building 'ohana.*

### **POSITION OPENING**

Position: **VOLUNTEER COORDINATOR**  
Responsible To: Director of Development  
Department: Development  
Location: Hanapepe, other sites as required  
This is NOT a work at home position

Commitment: 40 hours /week; non-exempt  
Typical work week is Monday-Friday, flexibility required for various weekend or evening events as assigned

Pay Scale: begins at \$15/hour, depending on experience

Probationary period: 90-days

#### **General Description:**

The volunteer coordinator is responsible for all aspects of the volunteer program, including but not limited to: recruitment, training, processing, education, retention, scheduling, and coordination of all Habitat volunteers including homeowners, construction, ReStore®, Global Village, and administrative volunteers, as well as coordination and maintenance of volunteer housing facilities. The Volunteer coordinator may also serve as the AmeriCorps Host Site Manager and performs (or assists with) the interviewing, orientations, supervising, reporting and other tasks for each year's AmeriCorps members. The volunteer coordinator works closely with all staff members and volunteers to create a positive and productive atmosphere for volunteers.

The ideal candidate for the Volunteer Coordinator position is a team-player who enjoys working with people of various backgrounds and personalities, exhibits leadership ability, applies team-building strategies, motivates, is well-organized, able to handle multiple projects and tasks and communicates effectively. He or she will also understand the role and importance of volunteers to the organization, some of whom are or have the strong potential to become future donors. The Volunteer Coordinator will work closely with other departments to carry out the mission of Kaua'i Habitat for Humanity.

#### **KNOWLEDGE, SKILLS, ABILITIES:**

- Enthusiasm, teamwork focused and strong interpersonal relationship skills
- Well organized and detail oriented
- Effective leadership and team building skills
- High proficiency with Microsoft Outlook (including calendar function), Excel, and Word



*This institution is an equal opportunity provider and employer. We are pledged to the letter and spirit of U.S. policy for the achievement of equal housing opportunity throughout the Nation. We encourage and support an affirmative advertising and marketing program in which there are no barriers to obtaining housing because of race, color, religion, sex, handicap, familial status, or national origin.*

- Proficient with donor/volunteer database use, data manipulation, reporting, volunteer scheduling software
- Self-motivated, able to work independently with minimal supervision
- Excellent written and verbal communication skills
- Ability to multi-task, handle multiple projects, coordinating tasks with multiple people, and meet deadlines

**EDUCATION, EXPERIENCE:**

- BA/BS Degree preferred
- 2 years experience in the field of volunteer management or equivalent combination of experience, education and training.
- Personal volunteer experience preferred

**Kauai Habitat for Humanity is an Equal Opportunity Employer. Pre-employment and random drug screening is required.**

**To apply, send resume and qualifications to:**

**Milani Pimental  
Kauai Habitat for Humanity  
PO Box 28  
Eleele, HI 96705  
[milani@kauaihabitat.org](mailto:milani@kauaihabitat.org)**