



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

### **POSITION OPENING**

**Position:** VOLUNTEER AND HOMEOWNER ENGAGEMENT 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 and Homeowner Engagement Coordinator is responsible for all aspects of the volunteer program as well as ensuring successful homeowner engagement opportunities. The volunteer and homeowner engagement coordinator works closely with all staff members to create a positive and productive atmosphere for homeowners and volunteers.

The ideal candidate for the Volunteer and Homeowner Engagement 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 and homeowners to the organization, some of whom are or have the strong potential to become future donors. The Volunteer and Homeowner Engagement Coordinator will work closely with the Director of Development and other departments to carry out the mission of Kauai Habitat for Humanity.

#### **Responsibilities**

##### **Volunteer Program duties:**

Including, but not limited to:

- Recruitment, training, processing, education, retention, scheduling, and coordination of all Habitat volunteers including construction, ReStore®, Global Village, and administrative volunteers
- Coordination and maintenance of volunteer housing facilities



*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.*

- Coordination and maintenance of volunteer program vehicles
- Serve as the AmeriCorps Host Site Manager and perform (or assists with) the interviewing, orientations, supervising, reporting and other tasks for annual AmeriCorps members

Homeowner Engagement duties:

Including, but not limited to:

- Empower and encourage homeowner candidates during building process
- Coordination of sweat equity program (scheduling, orientation/training/education, reporting to homeowners and staff, communicate rules of program)
- Set up speakers for homeowner meetings
- Collect and possibly assist with “My Homeownership Journey” story/family story.
- Create and maintain a network to foster improved homeowner connections with affiliate
- Investigate new opportunities for KHFH to connect with homeowners (annual potluck/luau, neighborhood watch, etc)
- Communicate current KHFH and related events with homeowners (landscaping/property maintenance opportunities, homeowner newsletter, etc)
- Investigate and implement opportunities for KHFH to create community awareness (KHFH events, KHFH partner agency events)
- Investigate and implement opportunities for homeowners to advance life goals
- Connect homeowners with other agencies as required depending on situation/need

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
- Proficiency 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 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)**