



Volunteer Recruiter & Retention Coordinator Job Description

The Volunteer Recruiter & Retention Coordinator, (**VRRC**), is responsible for managing the procedures for recruitment, retention, coordination and safety of all Traditional Volunteers working in the ReStore. Specific duties include but are not limited to the following:

- Act as an ambassador of the ReStore while interacting with donors, customers and volunteers.
- Schedule all volunteers insuring proper coverage daily in the ReStore
- Work closely with Outreach Coordinator with Volunteer Groups
- Scheduling tours for new volunteers
- Keep break room clean and organized for volunteers
- Maintain updated information board internally
- Keep volunteer information stocked both internally and in the community
- Take lead in planning events, (*Anniversary, monthly Volunteer Appreciation and Christmas Party*)
- Respond daily to inquiries regarding volunteer opportunities from individuals and groups
- Maintain an existing volunteer base with daily maintenance of the Volunteer Hub site in a proactive manner to insure proper coverage daily in the ReStore
- Recruit new volunteers through phone contacts, business calls and community/civic group interaction
- Orientate and train all volunteers including devising and updating volunteer policies and procedures and Habitat history and principles.
- Tracking of liability forms and volunteers hours.
- Coordinate monthly Volunteer Appreciation events for volunteers
- Develop and implement a volunteer recognition program
- Attend monthly community meetings and weekly correspondence with community contacts
- Greet/welcome all Volunteer Groups, collect liability waivers then turn group over to ReStore staff for the day's projects
- Must be a highly organized and detail-oriented individual, accustomed to being a self-starter.
- Demonstrated success working in a team environment, especially with volunteers.
- Strong interpersonal skills.
- Strong organizational, mathematical and planning skills.

- Strong oral and written communication skills.
- Previous nonprofit experience a plus.
- Good computer and internet skills.
- Must be able to work independently and maintain a flexible schedule

Hours of Work/Requirements: The position of VRRC is a 40 hour per week position. Applicant must be available to work Monday through Saturday, with varying schedule when necessary with the Habitat for Humanity ReStore in **Newport News** Virginia. The successful applicant will report directly to the ReStore Manager.

Salary/Benefits: Starting - \$11.00 - \$13.00 per hour commensurate with experience. Generous vacation and sick plan. SEP benefits after one year of service with Habitat Peninsula and Greater Williamsburg. *Health benefits available only to full time employees.* Habitat has a strong Board of Directors, dedicated and experienced staff, a large volunteer base, and committed house sponsors, donors and homeowners. For further information about Habitat for Humanity, please visit our website at www.HabitatPGW.org

Apply: Please email a detailed cover letter, resume and salary requirements to Steve Russell, ReStore Director, to steve@habitatpgw.org. All applications will remain confidential.