



**Position Title:** Volunteer Services Coordinator

**Employment Status:** Full Time, Salaried, Exempt

**Location:** Columbus, OH (on-site 5 days per week; Tuesday to Saturday with flexibility)

**Reports to:** Chief of Staff

### **About Habitat MidOhio**

Habitat for Humanity-MidOhio (Habitat MidOhio), is an Ohio non-profit housing organization working to solve the affordable housing crisis in the Central Ohio region. Established in 1987, Habitat MidOhio serves the communities of Franklin, Licking, and Madison Counties.

**Mission Statement:** Seeking to put God's love into action, Habitat for Humanity – MidOhio brings people together to inspire hope, build homes, empower families, and develop communities.

**Vision Statement:** A world where everyone has a decent place to live.

**Habitat MidOhio's North Star:** *We are a leader in connecting people to opportunity and hope through obtaining and maintaining affordable housing.*

### **About the Role:**

The Volunteer Services Coordinator is part of the Volunteer Services department and collaborates with all departments within the affiliate. This position helps to coordinate and organize volunteers for the mission related needs of Habitat for Humanity-MidOhio. This position will be approximately 75% in-office work, and approximately 25% will be at job sites, in ReStores, and at community events.

### **Essential Duties and Responsibilities**

- Recruit and schedule volunteers for construction, office, deconstruction, homeowner services, The Playhouse Project, and special events opportunities.
- Assist with all aspects of volunteer management including orientations, affiliate database maintenance, online volunteer management system, volunteer tracking, and follow-up.
- Attend community outreach programs to promote volunteer opportunities to help fill affiliate needs. Work with affiliate leadership to secure and manage affiliate presence at service fairs.
- Coordinate the Habitat Ambassador program to assist with community outreach and educational activities and recruit volunteers to assist in this role.
- Work with Volunteer Services and Construction staff members to ensure successful volunteer build days – volunteer counts confirmed, workday information communicated, volunteer electronic waivers completed, volunteers are signed in properly, orientation and safety briefings provided as needed, volunteers are engaged, and sites are maintained.
- Visit project sites and ReStores to support volunteer engagement and appreciation and occasionally work alongside volunteers.
- Schedule and communicate affiliate needs with assigned individual volunteers and volunteer groups.
- Serve as the primary contact for ReStore volunteer coordination, including scheduling group opportunities.
- Work alongside the Volunteer Services team to develop programs to diversify the volunteer base.
- Maintain communication with volunteers through volunteer e-newsletters and by updating volunteer-related areas of the affiliate website and individual and team volunteer manuals with current information as needed.



- Assist in the planning and execution of the annual volunteer recognition event and other volunteer appreciation and recognition activities throughout the year.
- Assist in maintaining community partnerships by coordinating volunteer logistics and supporting recognition efforts
- Assist in managing registration and providing day-of support to affiliate event volunteers, including for Playhouse Blitzes, Wall Builds, and Rock the Blocks.

## Qualifications & Experience:

### What you Bring

- Self-directed and self-motivated with demonstrated ability to take responsibility, manage multiple projects and independently complete tasks in a timely manner.
- Proven planning skills that include the ability to organize, action plan, monitor and assist with special events.
- Excellent communication skills in informing, listening, presenting, writing and motivating others.
- Strong yet supportive relationship skills to meet, collaborate, network, build and maintain effective working relationships with staff, volunteers, community groups and other related agencies.
- Commitment to the mission, vision, and values of Habitat for Humanity-MidOhio.
- Due to the construction schedules and needs of the volunteer department, this is a Tuesday through Saturday position and available occasional evenings and weekends.

### Required Experience & Expertise

- Experience working with volunteers or coordinating activities with individuals.
- Experience with Microsoft suites – Word, Excel, PowerPoint, OneDrive, Outlook, and Teams
  - Preferred: Experience utilizing databases, including inputting data and running reports.
  - Preferred: Experience working with online design platforms such as Canva

## Why Habitat MidOhio?

At Habitat for Humanity-MidOhio, we believe in building more than homes - we build communities, partnerships, and hope. You'll join a team that's passionate, purpose-driven, and rooted in service. Here, your work directly impacts lives and helps build a more just, compassionate future.

## Compensation & Benefits

- Salary range: \$38,000 – \$50,000 annually + discretionary bonus opportunity
- Paid Time Off program + paid holidays
- Health Care Plan (Medical, Dental & Vision) – a generous portion is paid by Habitat MidOhio
- \$2,500 annual employer-funded Health Reimbursement Arrangement (HRA) account
- Company Paid Life Insurance and Short- and Long-Term Disability
- 401(k) enrollment upon 6 mos. of employment: 50% employer match up to 6% of salary
- Monthly cell phone stipend or company cell phone
- Training & development programs
- Employee Assistance Program (EAP)

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