

Volunteer Coordinator

Full-Time | Reports to: Executive Director

Habitat for Humanity of Madison County

Build Community. Build Hope. Build Homes.

At Habitat for Humanity of Madison County, we believe that everyone deserves a decent place to live. We bring people together to build homes, communities, and hope — and our volunteers are at the heart of everything we do.

We're looking for a **Volunteer Coordinator** who will inspire, organize, and empower volunteers to make a real difference in our community. This role connects people from all walks of life with meaningful opportunities to serve, helping Habitat carry out its mission to build safe, affordable housing for families in need.

What You'll Do

- Develop and lead strategies to recruit, engage, and retain volunteers for all Habitat programs—including construction, ReStore, family services, and community events.
- Partner with construction, ReStore, and office teams to identify and fill volunteer needs.
- Schedule volunteers and coordinate logistics to ensure smooth, meaningful experiences on site.
- Respond to volunteer inquiries and match people with opportunities that fit their skills and interests.
- Serve as the main contact for community groups, schools, and partner organizations sending volunteers.
- Maintain accurate records of volunteer hours, contact information, and engagement history.
- Provide monthly reports to the Executive Director summarizing volunteer activity and impact.
- Plan and implement creative volunteer appreciation events and recognition efforts.
- Prepare and update volunteer position descriptions as needed.
- Communicate regularly with volunteers to ensure satisfaction and encourage ongoing involvement.
- Manage hospitality at volunteer sites (snacks, lunches, beverages).
- Create engaging social media content to highlight volunteers and recruit new ones.
- Ensure volunteer waivers and required documentation are properly completed and filed.
- Oversee community service volunteers and recruit, train, and schedule volunteer site hosts.

- Collaborate with the Executive Director to explore digital tools that improve volunteer check-in, scheduling, and tracking.
 - Support special events such as groundbreakings, home dedications, mortgage burnings, Women Build, and the Annual Event.
 - Coordinate volunteers for community outreach opportunities like fairs, booths, and parades.
 - Perform other related duties as assigned.
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What We're Looking For

- Excellent communication and people skills — you love working with and inspiring others.
 - A self-starter who takes initiative and can work independently with minimal supervision.
 - Passion for Habitat's mission and community service.
 - Highly organized, detail-oriented, and skilled at juggling multiple priorities.
 - Comfortable speaking in front of groups and representing Habitat in the community.
 - Willingness to work occasional evenings and weekends.
 - Social media and design skills preferred but not required.
 - Reliable transportation and a valid driver's license required.
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Why Join Habitat for Humanity of Madison County?

- Be part of a mission-driven organization changing lives through affordable housing.
 - Work in a collaborative, positive, and community-focused environment.
 - See your efforts directly impact families achieving the dream of homeownership.
 - Opportunities for professional growth and development.
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To Apply:

Please submit your resume and a brief cover letter explaining why you're passionate about Habitat's mission and community service to info@habitatmadison.org by **November 15, 2025**.