

Habitat for Humanity of Marion County

Part-Time Volunteer Coordinator Job Description

Job Title: Volunteer Coordinator

Status: Part-time (approximately 20 hours per week)

Location: Office in Pella, IA, along with job sites throughout Marion County

Reports to: Executive Director

Compensation: \$18-\$20/hour

Job Summary:

The Volunteer Coordinator supports Habitat for Humanity's mission of bringing people together to build homes, communities, and hope by recruiting, coordinating, and appreciating volunteers for construction projects and other Habitat activities. This role ensures every volunteer has a safe, positive, and meaningful experience that strengthens engagement and supports the affiliate's goals.

Key Responsibilities:

Volunteer Recruitment & Scheduling

- Recruit volunteers from schools, faith groups, businesses, and the community.
- Maintain an updated volunteer calendar and communicate volunteer opportunities.
- Match volunteers' skills and interests with appropriate roles (construction, committees, office, etc.).

Volunteer Engagement & Communication

- Serve as the main point of contact for volunteers before, during, and after their service.
- Provide orientation, safety briefings, and on-site support as needed.
- Recognize volunteer contributions through direct mail and social media.
- Build relationships with local organizations and corporate partners to expand volunteer engagement.
- Represent Habitat for Humanity at community outreach events.

Program Coordination & Administration

- Track volunteer hours, participation data, and feedback for reporting and evaluation.
- Support staff with coordination of group build days, and community outreach.
- Ensure all volunteers complete necessary waivers, safety training, and background checks (if required).
- Oversee volunteer committee and recruit new members.

General Office Support

- Provide administrative support to the Executive Director, including assisting with correspondence, data entry, supply ordering, and filing.
- Provide support to Construction Manager, including picking up construction materials, picking up donated cans from shed, and light work/cleaning at job sites.
- Assist with donor and partner communications, mailings, and general affiliate operations as needed.

Education & Experience:

- High School Diploma or equivalent required
- Associate's or Bachelor's Degree preferred
- Nonprofit administrative experience preferred
- Proficiency in MS Office (Word, Excel, PowerPoint) and other business applications

Qualifications:

- Passion for Habitat for Humanity's mission and values.
- Strong interpersonal, communication, and organizational skills.
- Experience working with volunteers, nonprofits, or community engagement (preferred).
- Ability to work collaboratively with staff, partners, and volunteers of diverse backgrounds.
- Flexibility to work occasional Saturdays or evenings for events or volunteer builds.

Physical Requirements:

- Ability to work in an office environment and visit active construction sites (may require standing, walking, or lifting up to 25 lbs).
- Valid driver's license and reliable transportation preferred.
- Comfortable with light construction work, such as lifting materials, using hand tools, and assisting on build sites as needed.

To apply, email resume and cover letter to amy@marionhfh.org by December 1st, 2025.

Habitat for Humanity of Marion County is firmly committed to being an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law.