



PROGRAM COORDINATOR

Position Description

Date Revised/Reviewed: 11 April 2023

Position Status: Full Time
Reports to: Partnerships Manager
Provides Direction to: Volunteers

POSITION OVERVIEW

Understanding of and passionate about the mission, vision and values of Habitat for Humanity Grey Bruce (HFHGB), the Program Coordinator is responsible for coordinating various programs including volunteer engagement (ReStore and Build) and HFHGB's youth skills training, *Aspire*.

This position is also critical for assisting with family services, communications, fundraising as well as other new initiatives ensuring all tasks are done in an organized and efficient manner that reflects the tone and essence of HFHGB's brand.

AREAS OF RESPONSIBILITIES

Volunteer Program

- Collaboratively implement strategic volunteer promotion and recruitment plan for HFHGB
- Coordinate and implement the on-boarding and orientation process of all new volunteers
- Maintain Volunteer CRM database including Event Calendar, volunteer records, etc.
- Track, verify and report statistical data of volunteer hours
- Assist with recognition and appreciation events
- Assist with large teams of volunteers at Build site and ReStore locations
- Ensure adequate supply of PPE and volunteer swag t-shirts and water bottles; submit orders as needed

Aspire Youth Skills Training Program

- Responsible to coordinate all registrations, scheduling of events, transportation, technical support, training and other related tasks
- Responsible for creating and distributing all promotional materials to local schools, partners and community agencies that support or serve youth

Family Services

- Assist Business Manager with implementing and delivering future Habitat Homeowner application in-take process and promotion
- Assist with training sessions with Prospective Homeowners

Communications

- Responsible for corporate communications (writing & formatting) on social media, mail distributions and promotional materials related to volunteers and program promotions.
- Update program resources on public website when necessary

Fundraising

- Provide support when needed for all HFHGB's annual and third-party fundraising events

REQUIRED EDUCATION, SKILLS, ABILITIES, KNOWLEDGE AND EXPERIENCE**Skills, Abilities and Knowledge**

- Strong interpersonal skills both verbal and non-verbal
- Energetic self-starter
- Ability to work effectively as part of a team that includes volunteers
- Have the ambition to take initiative and support the strategic goals of the organization
- Strong computer skills in the following:
 - MS Office
 - CRM Databases
- Strong communication skills both written & oral
- Time management skills
- Ability to multi task and problem solve
- Understanding of and proficient with current social media platforms
- Ability to deal with diverse groups of people with a non-judgmental approach
- Website maintenance knowledge an asset

Experience

- 1- 3 years in Volunteer Coordination, Customer, Community or Social Services
- Emergency First Aid CPR-C & AED (CSA Basic) an asset

Requirements

- Full Time position 40 hours per week
- Valid Driver's Licence and clean driving record
- Work schedule is weekdays with occasional Saturdays
- The work location is Springmount (Head Office) with occasional travel throughout Grey and Bruce counties