



Genesee County
Habitat
for Humanity®

We Build Strength, Stability, Self-Reliance Through Shelter

Mission & Values

Our mission is: Seeking to put God’s love into action, Genesee County Habitat for Humanity brings people together to build homes, community and hope.

A successful candidate will be expected to uphold the values of Genesee County Habitat for Humanity:

Integrity – In all of the business we conduct, we conduct ourselves with integrity. This means doing what is right even when no one is watching. We believe in treating others the way we would like to be treated – with empathy, kindness, and compassion. We hold ourselves to a gold standard of honor, ethics, and moral principles both individually and as an organization in the community. This includes maintaining consistency and dependability when interacting with the people that we serve in all departments of our organization, with our coworkers, and with our partners – ensuring that assets entrusted to us are used responsibly and consistent with their intended use.

Compassion for All – Throughout the divisions of our organization, we believe in approaching our objectives with compassion for all. This means absolutely no exceptions – absolutely all-inclusive. We believe in treating everyone we encounter as they are family, treating them with respect, and treating them as we would like to be treated. We believe that by this approach we can offer a hand up to everyone we encounter, regardless of their situation, by meeting them where they are with an outstanding level of compassion.

Leadership – We believe in setting the example for leadership both as an organization in our community and individually in our departments – defining our objectives and executing them better than anyone else. This includes establishing common goals as an organization and holding ourselves and each other accountable for achieving those goals. With leadership comes responsibility – We take responsibility for motivating and encouraging each other, mentoring when necessary to achieve the goals we have set for ourselves to be the very best in what we do.

Innovation – In an ever-evolving and changing community, we are at the forefront of this dynamic. In order to meet this challenge, we approach our program delivery with open-mindedness, anticipating opportunities to better serve the people in our community. In this, we are nimble and flexible to meet those needs. When we encounter obstacles, we employ creative solutions, concurrently evolving with our community in new and existing program delivery to best serve the needs of our community. In order to place ourselves at the forefront of this evolution, we continually strive to be more efficient. As our policies and practices continue to streamline, we are able to stay current on the changing needs of our community and meet those needs as quickly as possible.

Excellence of Service – This value runs parallel with the above Core Values. We strive to offer the absolute best products and services to our community by doing so with Integrity, Compassion for All, Leadership, and Innovation. Through achieving our goals with these values, we become providers of excellent service. We are performance-driven, striving continually to meet and exceed objectives. We accomplish our goals through teamwork and collaboration where necessary to deliver the most efficient and quality service possible. In all our programs we serve our community as thoroughly as possible and strive to exceed expectations. This includes “making it right” – If for some reason our service lacks excellence, we go the extra mile and take responsibility to make it right.

Position Title- Volunteer Coordinator

If you are looking for a career that has meaning and desire to work for an employer that is making a positive impact in Genesee County, we are interested in talking to you about our open Volunteer Coordinator position.

Salary Range: \$33,000- \$39,500

General Description

Under the supervision of the Executive Director, the Volunteer Coordinator is responsible for mindfully stewarding and supporting high-impact volunteerism within all departments. Toward this goal, the Coordinator will serve as an inter- departmental hub, ensuring clear lines of communication and collaboration across the organization. The Coordinator will help manage diverse volunteer engagement to support Genesee Habitat's strategic plan and mission to build strength and stability through shelter by matching available volunteers with Habitat needs on specific job sites, in the office and store, and for special events. Coordinating volunteers provides opportunities to raise funds to further Habitat's mission, and the successful candidate will be adept at pursuing these opportunities while always ensuring that Habitat's approach is relational, not transactional. The successful candidate will bring a positive attitude of flexibility and adaptability as the position requirements may shift to meet Habitat needs.

Job Conditions

Position is a full-time (40 hours a week), exempt position. Typical off season hours are Monday - Friday 8:00-5:00. During the building construction season, the hours are Tuesday - Saturday 7:30-4:30. Occasional evening and weekend work required throughout the calendar year. Applicants must have reliable transportation.

Qualifications

- 3+ years experience in the field of volunteer management or marketing or equivalent combination of experience, education and training
- Personal volunteer experience
- Cross cultural experience
- Clean driving record and valid State of Michigan Driver License
- Construction experience a plus
- Willingness to learn home building construction and related necessary skills a must

Knowledge, Skills, and Abilities

- Enthusiastic and teamwork focused, with a strong customer service orientation
- Excellent interpersonal skills, with the ability to work with a variety of people and occasionally handle difficult situations and conflicts with finesse
- Highly organized and detail oriented with an ability to multitask, meet deadlines, use time efficiently, and prioritize
- Highly proficient in Google Workspace & MS Office

- Familiarity with database management platforms or willingness and ability to learn as needed
- Effective leadership and team building skills
- Self-motivated, able to work independently with minimal supervision and collaboratively as an effective team member
- Possess tact, diplomacy, and flexibility
- Able to work under pressure and adapt to handle frequent change, delays, and/or unexpected events
- Good supervisory skills
- Excellent written and verbal communication and presentation skills, with the ability to communicate effectively via phone and email, write professional documents, and speak to groups of various sizes
- Background or experience in marketing, advertising, and social media
- Comfortable with construction and power tools

Physical Requirements

- Speak and hear in order to communicate with others
- Work at a desk or computer for extended periods of time
- Move around the office, event, or construction site

Work Environment and Conditions

This position is primarily performed-

- In office indoors at a desk and computer for long periods of time
- At various local businesses and organizations doing outside meetings and presentations
- In the field at construction sites in varying weather conditions with periodic exposure to dirt, dust, dampness, construction debris, extreme temperatures, construction noises, fumes and odors from working on or visiting homes and residential construction sites
- At special events functions indoors and outside

To Apply

Please send resume, cover letter and salary requirements to Cathy Stiles, operations@geneseehabitat.org by **March 13, 2023**.

Genesee County Habitat for Humanity screens all potential employees and key volunteers (including board members) utilizing the Internet Criminal History Access Tool (ICHAT). By submitting your credentials for this position, you are submitting to such an inquiry.