

**Job Title: Volunteer Programs and Events Manager**

Position Location: Charlottesville, Virginia

Reports to: Director of Operations

Direct Reports: AmeriCorps Volunteers Services Coordinator (full-time, temporary)

Employment Type: Full-time (Tuesday-Saturday), salaried. Includes occasional evenings and weekends.

**Habitat:**

Habitat for Humanity of Greater Charlottesville (“Habitat”) is a cutting edge, non-profit organization creating simple, decent, affordable housing in partnership with low-income working families, volunteers and the community of Greater Charlottesville. We build homes and neighborhoods – alongside low wealth future homeowners called Partner Families – assisted by volunteers and participants from corporate, civic, and church sponsor groups. Habitat was the first in the nation to redevelop a trailer park – Sunrise -- into a mixed-income community without resident displacement. Sunrise is now one of six mixed income communities created by Habitat in Charlottesville.

Habitat also owns and maintains the Southwood Mobile Home Park, a 120-acre, 1,500 resident community located in Albemarle County. We are currently working side by side with current residents and several market rate builder partners to plan for a mixed-use master-planned community of more than 1,000 new homes and businesses. When complete, Southwood will be a national model of compassionate and inclusive redevelopment. At Southwood and elsewhere, Habitat rebuilds communities via a long-term Asset Based Community Development approach, using the skills and talents of community members themselves to help them achieve their own vision.

Habitat, already among the most productive affiliates nationally, is undertaking a “step function,” with the goal of increasing our home production from an average of 20 homes per year to 40 homes within the next two years, beginning with the redevelopment at Southwood and expanding our homebuilding operations regionally.

**Department Vision:**

The Volunteer Engagement Department works effectively to recruit, train, supervise, acknowledge, and retain a solid volunteer base to support the affiliate’s construction, advancement, family services, and administrative efforts. The department also strategically develops volunteers as advocates who are able to communicate HFHGC organizational mission, the realities of the affordable housing crisis in Charlottesville, and the impact of HFHI’s work globally.

**Scope of Responsibilities:**

The Volunteer Programs and Events Manager (VPEM) is responsible for overseeing day-to-day volunteer operations, coordinating affiliate events and managing the full-time (10.5 month, temporary) AmeriCorps Volunteer Services Coordinator. This position focuses on building and maintaining strong volunteer programs and ensuring an excellent volunteer experience across the spectrum from initial inquiry through recognition and retention of Habitat volunteers. This position supports coordination of all affiliate events by serving on specialized teams in charge of planning, communications and other administrative tasks necessary for executing each event. The VPEM supports the AmeriCorps member to set the construction volunteer calendar and manage all construction-related volunteer programming. In addition to the build site volunteer programming, the VPEM oversees the Youth Leadership Team in partnership with the Habitat Club at UVA and the UVA Madison House Volunteer Crew Leader Program. This position requires occasional evenings and weekends when needed to welcome build site special groups, promote youth programming and support affiliate-wide initiatives and events.

**Prerequisite Requirements:**

- Commitment to Habitat for Humanity's mission of service to others
- Knowledge of and/or interest in affordable housing solutions
- Bachelor's Degree, preferably in relevant field
- Excellent writing and communications skills
- Public speaking experience/comfort
- Strong discretion and judgment
- Demonstrated ability to plan, organize, and implement projects and meet deadlines
- Experience in event-planning and logistics
- Command knowledge of Google Suite
- Experience with online communications and social media management
- Strong initiative, willingness to work as part of a team as well as independently
- Ability to remain calm and focused in a constantly changing environment
- Experience working for a non-profit preferred, but not mandatory
- Bilingual in Spanish and English is a plus

**Primary Responsibilities:****Volunteer Programs**

- Be knowledgeable about Habitat's mission and convey it effectively to volunteers
- Ensure retention of volunteers through productive use of their skills/interests/time
- Oversight of the Midweek Crew, Youth Leadership Team, Madison House Crew Leader Training, Women Build, Kids Care Programs and Lunch Bunch programs
- Oversight of affiliate intern recruitment and onboarding and direct supervision of 1-2 interns each semester/summer
- Collaborate with department heads across the affiliate to identify opportunities to enhance staff capacity with support from key volunteer initiatives
- Support Homebuyer Families in scheduling and tracking their required sweat equity hours in partnership with the Department of Family and Community Partnership (DFCP)
- Participate in the planning and execution of quality programming and childcare for youth at affiliate-related community building or community engagement activities
- Develop consistent volunteer engagement and opportunities for youth under the age of 16
- Effectively document and track hours for all volunteer activity in the Volunteer Hub database
- Post volunteer opportunities, updates, and recognition on affiliate social media regularly
- Assist in writing newsletter articles for the affiliate e-newsletter
- Participate in pursuit and writing of appropriate volunteer related grants in conjunction with the Advancement Department

**Event Planning and Execution**

- Lead a team to plan and execute all volunteer events including but not limited to volunteer appreciation, annual Rake-a-Thon, special build site events, Lego Build and Women Build
- Work with a team to plan and execute all major affiliate-wide events including but not limited to home dedications, sponsor/donor events, board retreats, and staff holiday/appreciation events
- Support planning and execution of community and partner events in coordination with the Associate Director of Community and Family Partnerships as needed
- Support planning of department specific events with the departments staff as needed

**Manage the AmeriCorps Volunteers Services Coordinator whose primary responsibilities are to:**

- Schedule all construction volunteers and managing the build volunteer schedule daily

- Manage volunteer event registration using Volunteer Hub
- Answer and respond to all new volunteer inquiries within a timely manner
- Greet and support special volunteer groups on the build site mostly on Saturdays, but other weekdays as needed.
- Support all affiliate events and volunteer programs as needed

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