

## **Volunteer Coordinator**

Habitat for Humanity Vail Valley is accepting applications for a Volunteer Coordinator. This is a full-time salaried position and is based at both the construction site in Gypsum and the ReStore in Eagle. Primary role is to coordinate volunteer support for the various activities of the organization. Responsibilities include volunteer recruitment, day to day volunteer correspondence and scheduling, sweat equity coordination and reporting, daily on-site volunteer management, volunteer appreciation, records keeping, support to the construction team, and occasional team leader duties.

Applicants must have a high school diploma, college degree preferred, valid driver's license , and must have previous experience in customer service and with computers, MS office applications, email and internet. Desired qualifications include previous public speaking experience, data entry experience, demonstrated ability to work independently and with others, and demonstrated organizational methods.

Benefits offered include free health insurance, 403(b) retirement plan, flexible spending account for health and dependent care, life insurance and paid vacation and sick time.

To apply for this position, please email resume and cover letter/ email to [jobs@HabitatVailValley.org](mailto:jobs@HabitatVailValley.org).