

# COVER Volunteer Coordinator



## Job Description

**Reports to:** Home Repair Director

**Status:** In-Person, 32 hours/week

**Compensation:** \$20.00 to \$22.00 with benefits. Negotiable for exceptional skills and experience

## MISSION

COVER's mission is to foster hope and build community by mobilizing volunteers and homeowners to improve homes and by promoting the sustainable reuse of donated goods.

## SUMMARY

As a community-based volunteer-driven non-profit organization, volunteers are essential to COVER's mission. The Volunteer Coordinator's overarching goal is to develop and nurture relationships with individuals, businesses, and organizations to ensure that COVER has the volunteers it needs to thrive.

The Volunteer Coordinator recruits and manages all volunteer functions at COVER to ensure adequate volunteer coverage for the Home Repair Program, Store and Bookstore operations, and other organizational needs.

## ESSENTIAL JOB FUNCTIONS & RESPONSIBILITIES

The following are illustrative of the primary job functions and are not meant to be all-inclusive.

### Volunteer Management

- Plan and lead all efforts related to volunteer recruitment, training, logistics, appreciation, and recognition; data verification, tracking, and collection.
- Communicate with volunteers through multiple approaches on a regular and on-going basis.
- Create and offer opportunities for volunteers to engage in meaningful work and for volunteer to provide feedback on ways to improve the volunteer program.
- Ensure adequate volunteer coverage for Home Repair, the COVER Store, Cover to COVER Books, special volunteer opportunities, events, and other organizational needs. Volunteer coverage can include identifying and training volunteers to manage newer volunteers.
- Grow our volunteer numbers (for individual volunteers and groups).
  - Create and maintain a volunteer management and retention plan
  - Recruit new, qualified volunteers

- Engage in regular volunteer recognition and appreciation
- Work closely with the Home Repair Director and Store Manager to ensure that volunteers have completed the necessary paperwork, and have appropriate training and personal/professional growth opportunities.
- Regularly post volunteer opportunities and maintain data on volunteers for grant purposes and internal reports, using Civic Champs and Little Green Light.

#### Additional Responsibilities

- Together with COVER's development team, grow and nurture relationships with businesses and community resources (schools, faith communities, community service organizations, etc.) that may be a source of volunteers.
- Create volunteer outreach materials, such as flyers and graphics (or recruit and oversee a volunteer to handle this task)
- Contribute content for internal reports, monthly e-news, and semiannual newsletter
- Attend community events and meetings, when requested. This responsibility may be shared amongst staff members and may require working on an occasional evening or weekend.
- Attend Home Repair team meetings (every Tuesday morning) and all-staff meetings (every other Tuesday morning).

#### **MINIMUM QUALIFICATIONS**

High school diploma or GED. Bachelor's degree preferred but not required. Equivalent combinations of education and experience may be considered.

- Minimum two years' experience in community engagement, volunteer coordination, or nonprofit management; or proven ability to invite, motivate, and appreciate people
- Ability to work in a team environment and support others, and also the ability to work independently
- Highly motivated, responsive, and relationship-driven
- Excellent people and communication skills
- Demonstrated organizational and database management skills
- Proficient with G-Suite (Google Drive, Sheets, Docs, Calendar, Gmail), Microsoft Office, and computer applications
- Knowledge of Upper Valley community preferred
- Experience with website maintenance (or the willingness to learn) is helpful
- Understanding of COVER's mission and why our work matters

## **BENEFITS (PRO-RATED)**

- 100% employer-paid dental care coverage
- 90% employer-paid health care coverage
- Employer-funded health savings account
- 2% SIMPLE IRA retirement
- Cell phone reimbursement
- 10 paid holidays + 1 birthday + vacation and sick days

## **ADDITIONAL**

This position is fully in-person. There is a possibility of transitioning to partial remote work with the approval of the Home Repair Director, depending on job performance.

## **HOW TO APPLY**

Please submit the following to [HRjobs@coverhomerepair.org](mailto:HRjobs@coverhomerepair.org): (1) a letter of interest in the position and relevant qualifications and (2) a resume outlining your education, professional experience and achievements.

Qualified applicants will be required to submit contact information for three professional references.

Position will remain open until filled. No phone calls please.

We are committed to finding the best candidate for the job, and that candidate may come from a less traditional background. We may consider an equivalent combination of knowledge, skills, education, and experience to meet minimum qualifications.