

**Sisters Habitat for Humanity  
Store Volunteer Coordinator  
Job Description**

<b>Reports to:</b>	Store Director
<b>Works Closely with:</b>	Thrift and ReStore Managers
<b>Consults with:</b>	Volunteer and Family Services Manager and Office and Communications Assistant.

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**Qualifications:**

- Excellent organizational skills - highly organized, systematic.
- The ability to work as part of a team, both as a leader and as a team player.
- Ability to work independently.
- Experience organizing, inspiring, and leading others.
- Ability to work well with a diverse group of people.
- Experience with volunteer coordination or closely related experience.
- Retail and cash register experience preferred.
- Computer Proficiency including Word, Excel and internet.
- Outstanding customer service, positive attitude, contagious enthusiasm.

**Overview:**

This is a part time hourly position to coordinate our in-store efforts to recruit, train, schedule and retain volunteers. The Store Volunteer Coordinator will engage the public daily as a public face and voice of Sisters Habitat for Humanity, as a leader of volunteers, and as a retail professional.

The Volunteer Coordinator will ensure that volunteers are organized, motivated, and appreciated. The Volunteer Coordinator will have experience and skill as a leader and organizer of volunteers. They will enjoy customer service and have the ability to fill in with cashiering, receiving and sorting as necessary.

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**Responsibilities:**

The Store Volunteer Coordinator will be responsible for the following:

- 1) Reach out to the community to recruit volunteers to our Thrift and ReStore.
- 2) Recruit and train a core group of volunteer cashiers. The goal is to have full coverage by volunteers on the register.
- 3) Help train volunteers for all Thrift and ReStore positions.
- 4) Ensure that all volunteer slots are filled each week.
- 5) Conduct training sessions for volunteers in topics such as Customer Service, Cashiering and Safety.

- 6) Maintain systems for tracking, orienting, and scheduling volunteers for the stores, and truck.
- 7) Work collaboratively with our other staff to develop, implement and maintain a program for volunteer appreciation.
- 8) Help foster camaraderie and build a team environment between the Thrift and ReStores.
- 9) When necessary assist the Store Manager and volunteers with cashiering, receiving, sorting, organizing, and stocking donations.

Salary: \$12 – \$18 depending on experience

20 hours per week Monday – Friday 4 hours / day. Able to lift 30 pounds. Occasional evening and weekend meetings and events.