



Job Title: Volunteer Coordinator

Reports To: Director of Development

Department: Development

FLSA: Hourly / Non-Exempt – Part Time (20 hrs/wk) Pay Range: \$17-18hr DOE

Organization

Founded in 1961, House of Neighborly Service assists and advocates for people challenged by the effects of poverty or situational crisis by providing basic need services. HNS's work is grounded in four core values: Honor, Unity, Growth, and Service.

Overview

The Volunteer Coordinator is responsible for recruiting, screening, placing, training, and retaining individual and group volunteers in support of HNS programs. This position plays a lead role in launching and managing the new Group Volunteer space, giving corporate, faith, school, and community groups a dedicated, well-run way to serve alongside HNS.

This position works closely with program managers across Loveland and Berthoud, and coordinates with the Development team on volunteer support for fundraising and community awareness events. The Volunteer Coordinator is a critical member of the House of Neighborly Service Development team and reports directly to the Director of Development.

Responsibilities

Specific duties include but are not limited to:

Volunteer Program Management

- Screen, interview, and place potential volunteers for program placement.
- Develop and execute volunteer trainings, onboarding, policies, and practices, including maintaining the HNS Volunteer Handbook.
- Maintain current volunteer lists, records, and hours in coordination with program managers.
- Cultivate ongoing volunteer engagement with the overall mission and core values of HNS.

Group Volunteer Space Coordination (New)

- Serve as the primary point of contact for scheduling and hosting workplace, civic, faith, and school groups in the Group Volunteer space.
- Plan and lead group orientations, safety briefings, and project assignments so visiting groups have a meaningful, well-organized service experience.
- Coordinate space set-up, materials, and project supplies for group volunteer projects.
- Track group volunteer hours and impact, and share results with program managers and Development for reporting and donor stewardship.
- Build and maintain relationships with corporate volunteer programs, civic organizations, schools, and faith groups to sustain a pipeline of group volunteer engagement.

Cross-Functional Support

- Coordinate special event volunteers in conjunction with fundraising and community awareness events.
- Represent HNS at community and volunteer fairs as assigned.

- Provide Life Center tours as needed.
- Assist with other duties as assigned.

Requirements

- Prior experience in volunteer management, group facilitation, hospitality, or event coordination preferred.
- Strong interpersonal and customer-service orientation; comfortable speaking to groups of varying sizes.
- Excellent organizational skills; able to manage multiple group schedules and calendars simultaneously.
- Comfortable coordinating background checks and screening requirements for volunteers, including those working with vulnerable populations.
- Experience with volunteer management or database software helpful.
- Flexibility to work occasional evenings, weekends, and additional hours for group visits and special events.

Physical Requirements

- Must be able to lift up to 75 pounds occasionally, 30 pounds frequently, and 10 pounds consistently.
 - Requires the ability to sit, stand, walk, bend, climb, kneel, crouch, reach, push/pull, and hear with or without reasonable accommodation.
 - Must adhere to safety procedures and perform duties in a manner that minimizes risk of injury.
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Culture

- Approach daily tasks, projects, and follow-up communication with energy and thoroughness.
- Show respect and appreciation for others, including HNS and Life Center clients and partners.
- Arrive to work and meetings 10 minutes early.

Servant Leadership

- Genuine interest and action in helping others.
- Genuinely and consistently treat co-workers, volunteers, donors, and Life Center partners like they are the most important person – including eye contact, a smile, and a genuine “thank you.”

Teach-ability

- Consistent eagerness to learn, listen, apply knowledge, and accept feedback.
- Strong initiative and vision for continuous improvement while contributing to a positive team atmosphere.

Dress Code

- Meets HNS dress and grooming expectations in support of a professional, clean, and welcoming environment for donors, volunteers, and co-workers.

Efficiency

- Demonstrate pride and ownership of work while meeting expected deadlines.

Staff

Date

Human Resources

EQUAL EMPLOYMENT OPPORTUNITY

House of Neighborly Service (HNS) is dedicated to the principles of equal employment opportunity to all individuals based on job related qualifications and ability to perform a job, without regard to race, creed, color, ethnicity, national origin, religion, sex, sexual orientation, gender expression, age, physical or mental ability, veteran status, military obligations, marital status, genetic information, or any other applicable status protected by state or local law. In addition, HNS will provide reasonable accommodations for qualified individuals when appropriate.