



*Our vision is that everyone in Merced County has decent and affordable housing.*

# WANTED

## Volunteer Coordinator Job Description

Description: This volunteer position will manage the affiliate's volunteers.

Responsibilities: The Volunteer Coordinator keeps track of all affiliate volunteers and schedules individuals and groups for house building and other activities. Also matches up volunteers with other affiliate committees. Volunteer database management will be important. You will not be starting from scratch; lots of support and resources are available.

Expectations: To attend monthly Board of Directors meetings, to recruit and train volunteer committee members as needed, hold committee meetings, delegate responsibilities, understand and support our affiliate policies and objectives.

Desirable skills or experience: Computer proficiency (MS Office, e-mail, internet, .pdf files), good oral and written communication and presentation skills, organization, integrity, patience. Ability to follow through.

Contact: Habitat for Humanity of Merced County  
(209) 726-0850  
[www.hfhmerced.org](http://www.hfhmerced.org)

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# VOLUNTEER!

Please take this flyer and give it to a friend or post it at your church or workplace.