



Habitat for Humanity of Sangamon County
VOLUNTEER POSITION DESCRIPTION
~ PROJECT COORDINATOR ~

General Responsibilities, in cooperation with Habitat Construction Manager:

- Coordinates the recruitment of Steering Committee members in conjunction with the Volunteer Manager
 - Helps identify and recruit Phase Coordinators
- Keep Steering Committee members accountable for their duties
- Support, encourage, and be a resource for Steering Committee members
- With HFH Volunteer Manager, schedule, and lead Steering Committee meetings

Detailed Responsibilities:

- Develop and maintain project schedule which includes:
 - Committee meetings
 - Kick off and Dedication ceremonies
 - Food providers – coordinate with Hospitality Coordinator
- Update project schedule on a minimum monthly basis to update committee
- Prior to each build day, coordinate with:
 - Construction manager on material and tool needs
 - Building coordinators regarding planned work, material and tool needs
 - Hospitality coordinators regarding food and refreshment needs
 - Volunteer Manager regarding volunteer needs and registrations
- In conjunction with Build Coordinator(s), ensure that proper materials and tools are on build site as needed, and that materials and tools are removed from site as projects are completed.
- Assure there is a competent person trained in safety on the build site at all times when volunteers are present.

Partners:

- Habitat for Humanity of Sangamon County Professional Staff
- Steering Committee and Community Partners
- Partner Families and Future Homeowner(s)
- Volunteers, skilled (Helpers) and unskilled

Time Commitment:

- Pre-Construction Planning: Up to 2 hours per week
- 1 month prior to and during construction: Up to 8 hours per week
- Build days
- One-hour meeting per month and time to prepare for Steering Committee meeting

Skills necessary:

- Organizational and management skills
- Basic knowledge of construction process and the ability to see the big picture
- Ability to positively motivate others toward a goal
- Capability and resources for regular communication via meetings, email, and cell phone