



Volunteer Coordinator

Job Description

The Volunteer Coordinator plays a very important role throughout the Rebuild Day process. He/she assists and supports the House Captain who oversees and manages the repairs at the home site. The Volunteer Coordinator manages volunteer communication, homeowner relations, food and drinks, registration, and event day logistics.

What is the estimated time commitment?

Six weeks prior: 6-8 hours
Two – four weeks prior: 5-10 hours
Week of the event: 10 hours
Day of the event: 12-15 hours
Follow up after the event: varies per project

What are the Volunteer Coordinator's direct responsibilities?

- Attend a training meeting with the House Captain.
- Meet with the House Captain.
- Visit the site to meet the homeowner and see the house.
- Take before and after pictures.
- Determine the number of volunteers needed and alert RTS with any special needs.
- Organize / purchase / provide breakfast snacks, lunch, drinks and ice.
- Pick up t-shirts, waivers & beverages from RTS and distribute on rebuild day.
- Help to organize rebuild day assignments.
- Maintain contact with your homeowner.
- Be the media coordinator / liaison.
- Remain on site until work is completed and volunteers are gone.
- Help with general clean-up
- Return extra t-shirts and supplies to RTS.
- After the rebuild day, mail thank you notes to volunteers. (provided by RTS)

Qualifications

- Strong coordination and communication skills.
- Willingness to work and serve people in blighted neighborhoods.

For more information, call Sandy Econome at 916-455-1880 ext. 8 or email at seconome@rebuildingtogethersacramento.org www.rebuildingtogethersacramento.org