



Volunteer Coordinator Description

The Volunteer Coordinator plays a very important role in the success of any Rebuild Day home or facility repair project. The Volunteer Coordinator assists and supports the House Captain, who oversees and manages the project. The Volunteer Coordinator manages volunteer recruitment and communication, homeowner relations, food and drinks, registration, and event day logistics.

What is the estimated time commitment?

- **Six weeks prior:** 2 hour training
- **Six weeks to two weeks prior:** volunteer recruitment period, hours vary due to project
- **Two weeks prior:** 5 to 10 hours
- **Week of the event:** approximately 10 hours
- **Prep Day:** approximately 8 hours
- **Rebuild Day:** approximately 12 hours
- **Follow up:** varies per project

What are the Volunteer Coordinator's direct responsibilities?

- Attend a training meeting
- Meet with the House Captain
- Visit the site to meet the homeowner and see the house
- Take before and after pictures
- Work with the House Captain to determine the number of volunteers needed
- Alert Rebuilding Together staff with any special volunteer needs
- Organize/purchase/provide breakfast snacks, lunch, drinks, and ice
- Pick up t-shirts, waivers, and drinks from Rebuilding Together office and distribute
- Assist in organizing Rebuild Day assignments
- Maintain contact with assigned homeowner
- Coordinate with media and Rebuilding Together staff
- Remain on site until work is completed and volunteers have left
- Help with general clean-up
- Return extra t-shirts and supplies to Rebuilding Together office
- After the Rebuild Day, send thank you notes to volunteers and in-kind donors

Qualifications

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

For more information about becoming a Volunteer Coordinator, contact Molly Marris at 916-455-1880 ext. 8 or email at mmarris@rebuildingtogethersacramento.org