

Position Title: Flag Program Coordinator (Volunteer)

Reports to: Executive Director

Purpose:

- Encourage community support for Habitat while fostering the patriotic spirit of residents of Statesboro and the surrounding area
- Help Habitat for Humanity of Bulloch County raise money that is used to buy building materials to help construct homes for low income people in Bulloch County
- Expand awareness and understanding of Habitat for Humanity of Bulloch County's mission and how it works

Qualifications and Specifications:

- A commitment to and passion for Habitat for Humanity's ministry
- Highly organized
- Ability to work effectively with volunteers
- Willingness to be available at least prior to the six patriotic holidays between Memorial Day and Veteran's Day to make sure all flags will be installed during the proper times
- Proficient with email and computer spreadsheets

Responsibilities:

- Work with a team of about 25 volunteers to display an American flag in front of about 350 residences each of 6 patriotic holidays (Memorial Day, Flag Day, July 4th, Labor Day, Patriot's Day and Veteran's Day)
- Work with Habitat Bulloch's staff to market the Flag Program through sending subscription renewal forms in January and reaching out to potential new subscribers during the spring.
- Track subscriptions through an online spreadsheet so that neighborhood volunteers can access subscription information for their area
- Communicate with neighborhood volunteers regarding availability of flags and supplies, scheduling of flag display, preparing for the new flag season, and verifying that all flags will be installed during the proper times
- Recruit and train new neighborhood volunteers
- Oversee acquiring, storing, and maintaining the flags and flag supplies
- Research new areas in the community that are not yet served by the Flag Program