

HfHP&D Volunteer Opportunity



Position: Build/Project Team Leader

Number of Positions: 1

Start Date: ASAP

Hours Per Week: 2-6 hours

Commitment: Minimum 3 months

Location: Habitat office or work from home. Must be willing attend 1 hour meeting at office every two weeks.

Required Skills:

- Good communication & leadership skills
- Enthusiasm, creative, patience & flexibility
- Willingness to learn about Habitat for Humanity's programs
- Good organizational skills

Job Description:

Habitat for Humanity Peterborough & District is need of a Build/Project Team Leader to coordinate the work of Crew Leaders and SHE trainers. The Team Leader will help recruit and train team members as well as develop strategies for coverage at the build site by both groups.

Tasks:

- On-going recruitment of new members
- Develop or revise materials appropriate for the group
- Train new team members
- Organize and assign tasks
- Obtain feedback from group
- Coordinate activities with other Team Leaders

On Your Resume:

- Provide build support service on behalf of a not-for-profit to fulfill sponsorship obligations
- Administer tracking form with detailed and exacting information
- Develop interpersonal skills and communication skills, working with a variety of people
- Meet deadlines