

HfHP&D Volunteer Opportunity



Position: Family Partner Coordinators

Number of Positions: TBD

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:

- Strong interest in affordable housing issues
- Good communication & leadership skills
- Enthusiasm, creativity, patience & flexibility
- Willingness to learn about Habitat for Humanity's programs
- Good organizational skills

Job Description:

Habitat for Humanity Peterborough & District needs individuals to work as part of a team to partner with families throughout the build process.

Tasks:

- Serve as the single-point of contact for an assigned family.
- Maintain up-to-date contact information
- Schedule sweat equity hours for the assigned family, coordinate communication between the Volunteer team, Build Team and Partner Family.
- Provide feedback to organization to ensure requirement to homeownership are being met
- Conveying information to fellow team, committee and staff

On Your Resume:

- Work with a not-for-profit with the affordable housing sector
- Administer tracking form with detailed and exacting information
- Develop interpersonal skills and communication skills, working with a variety of people