

HfHP&D Volunteer Opportunity



Position: Family Selection Outreach 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 working with volunteers within the community
- 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 prepare and conduct information sessions within the community, distribute Home Application packages, review preliminary information received from families and recommend families for further consideration.

Tasks:

- Identify and participate in community outreach opportunities
- Develop and organize materials for outreach sessions
- Track Team information
- Provide feedback to organization

On Your Resume:

- Research local market for outreach opportunities for a non-for-profit
- Administer data tracking form with detailed and exacting information
- Developing interpersonal skills and communication skills, working with a variety of people