

HfHP&D Volunteer Opportunity



Position: Food Coordinators

Number of Positions: 4

Start Date: ASAP

Hours Per Week: 2-6 hours

Commitment: Minimum 3 months

Location:

Habitat office, home and build site. 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 Programs
- Good organizational skills

Job Description:

Habitat for Humanity Peterborough & District needs individuals to work local food industry and service organizations to provide food for volunteers working on our build sites.

Tasks:

- Contact local restaurants, churches, corporations and individuals
- Maintain up-to-date contact information
- Schedule food donors and work closely with them to coordinate numbers and delivery
- Provide feedback to organization to ensure meaningful experience for all donors
- Provide information for donor recognition
- Convey information to fellow volunteer and committee members as well as staff

On Your Resume:

- Provide customer service to the food industry on behalf of a not-for-profit
- Administer tracking form with detailed and exacting information
- Develop interpersonal skills and communication skills, working with a variety of people