

# HfHP&D Volunteer Opportunity

**Position:** GIK Coordinators

**Number of Positions:** 4

**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 build activities
- 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 is need of Gift-in-Kind Coordinators to work with local businesses to assist with obtaining donated product and materials for annual build activities.

## **Tasks:**

- Making request calls
- Potentially attending face-to-face meetings
- Tracking information in an excel tracking form
- Conveying information to fellow volunteer and committee members as well as staff

## **On Your Resume:**

- Market a not-for-profit to the corporate sector to secure sponsorship
- Provide customer service as a volunteer 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

