

## HfHP&D Volunteer Opportunity



**Position:** Orientation Coordinators

**Number of Positions:** 2

**Start Date:** ASAP

**Hours Per Week:** 2-6 hours

**Commitment:** Minimum 3 months

### **Location:**

Habitat office, home and training venues. 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 with all new team members to orient them to Habitat's programs

### **Tasks:**

- Organize orientation procedures and material
- Orient all new team members to their Team's mandate
- Provide feedback to organization to ensure meaningful experience for all team members
- Provide information for volunteer recognition
- Conveying information to fellow volunteer and committee members as well as staff

### **On Your Resume:**

- Provide training to specialized groups for a non-for-profit organization
- Administer tracking form with detailed and exacting information
- Develop interpersonal skills and communication skills, working with a variety of people