

# HfHP&D Volunteer Opportunity



**Position:** Volunteer Information Desk Coordinators

**Number of Positions:** TBD

**Start Date:** ASAP

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

**Commitment:** Minimum 3 months

## **Location:**

Habitat Office for Information desk coverage and attend 1 hour meeting at office every two weeks

## **Required Skills:**

- Strong interest in community relations
- Good communication
- Enjoy meeting people
- Enthusiasm, creativity patience & flexibility
- Willingness to learn about Habitat for Humanity's programs
- Good organizational skills

## **Job Description:**

Habitat for Humanity Peterborough & District is in need of a group of Information Desk Coordinators to work as part of the Public Relations Outreach Team. These volunteer team members will work at the Information Desk and be one of the primary points of contact for community members interested in receiving information about the programs offered by Habitat for Humanity Peterborough .

## **Tasks:**

- Welcome visitors to the organization and answer and direct phone calls
- Organize material for distribution to the public
- Assist with routine office work
- Track statistics on volunteer activity

## **On Your Resume:**

- Communications tasks for a not-for-profit
- Tracking statistical information
- Developing interpersonal skills and communication skills, working with a variety of people
- Learn or develop office skills