

HfHP&D Volunteer Opportunity



Position: Site Host Coordinators

Number of Positions: 2

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 with a group of site hosts who service in a hospitality role on our build sites.

Tasks:

- Recruit a group of interested volunteers to serve as Site Hosts
- Organize Site Host procedures for each build site
- Orient and train each group of Site Hosts
- Provide feedback to organization to ensure meaningful experience for all volunteers
- Provide information for volunteer recognition
- Conveying information to fellow volunteer and committee members as well as staff

On Your Resume:

- Provide customer service 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