

HfHP&D Volunteer Opportunity



Position: Site Selection Team Leader

Number of Positions: 1

Start Date: ASAP

Hours Per Week: 2-6 hours

Commitment: Minimum 3 months

Location: Habitat office, work from home or potential sites. Must be willing attend 1 hour meeting at office every two weeks.

Required Skills:

- Interest in the local real estate market, property development
- 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 an individual to work with an experienced group of realtors to investigate and research the availability of property

Tasks:

- On-going recruitment of new members
- Develop or revise materials appropriate for the group
- Train new team members
- Organize and assign tasks
- Obtain feedback from group
- Coordinate activities with other Team Leaders

On Your Resume:

- Provide property research for a non for profit in the affordable housing industry
- Administer tracking form with detailed and exacting information
- Develop interpersonal skills and communication skills, working with a variety of people