

## HfHP&D Volunteer Opportunity



**Position:** Volunteer Coordinators

**Number of Positions:** TBD

**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 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 assigned groups of volunteers to ensure that they are included in affiliate activities.

### **Tasks:**

- Serve as the single-point of contact for an assigned group of volunteers
- Maintain up-to-date contact information
- Schedule assigned volunteers into affiliate events which match their interests/skills
- 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:**

- Providing customer service on behalf of a not-for-profit
- Administering tracking form with detailed and exacting information
- Developing interpersonal skills and communication skills, working with a variety of people