

# HfHP&D Volunteer Opportunity



**Position:** Volunteer Team Leader

**Number of Positions:** 1

**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:

- 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 is need of a Volunteer Team Leader to coordinate the work of Volunteer, Orientation, Food and Site Host Coordinators. The Team Leader will help recruit and train team members as well as develop strategies for volunteer retention and recognition.

## 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 customer service on behalf of a not-for-profit to fulfill sponsorship obligations
- Administer tracking form with detailed and exacting information
- Develop interpersonal skills and communication skills, working with a variety of people