

On-Site Assistant Coordinator

This volunteer position involves:

- Work in coordination with the RD On-Site Coordinator
- Provide coffee/lunch to work sites, assist volunteers with sign in, provision of t-shirt and ID, safety equipment and assembly of daily sign in sheets
- Assist taking calls, answering inquiries, making calls for additional crew volunteers
- Assist with lunch and learns, managing snacks and lunches
- Assist with clean up of work site as needed
- Manage inventories and advise coordinator re: needed supplies

Time commitment:

4 hrs/week during active construction period (Mon-Sat), morning and afternoon shifts available

Additional screening required:

- *None*

Training:

Orientation provided

Qualifications/experience necessary:

- Knowledge of Microsoft Office (Word, Excel, PowerPoint and Outlook)
- Detail oriented
- Friendly approachable and outgoing

Locations:

Active construction locations within Halton-Mississauga region

Additional questions regarding this position? Contact:

Karen Robertson Paget (Coordinator at Volunteer Services)

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