

Volunteer Assistant Coordinator

This volunteer position involves:

- Assist with administrative duties in the Volunteer Department
- Aid in on-boarding all prospective people looking to volunteer with Habitat
- Answer general inquiries about habitat volunteer positions
- Track where prospective volunteers are in the process
- Follow up with volunteers to help them get properly screened(reference checks, police checks)
- Help get volunteers signed up for information sessions and first shifts based on interest and matched skills
- Conduct satisfaction surveys/make scheduling calls for placement for ReStore shifts/Aid with fun volunteer recognition initiatives as needed

Time commitment:

8 hours/week between Monday and Friday, 9am – 5pm, (morning & afternoons available, flexible) with a minimum 1 year commitment

Additional screening required:

- 3 references

Training:

Overview of Habitat HM programs, volunteer positions and applications we use to track our volunteer on-boarding process

Qualifications/experience necessary:

- Practiced knowledge in Google based applications/email, and Microsoft office applications(word/ excel)
- Well rounded overview of Habitat HM, our programs and volunteer roles
- Extremely good phone etiquette, willingness to work as part of a team of other volunteers but able to work independently and meet deadlines
- Excellent verbal and written communication skills
- Ability to effectively communicate with HFHHM staff members and volunteers

Locations:

Burlington office

Additional questions regarding this position? Contact:

Karen Robertson Paget (Coordinator at Volunteer Services)

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