

## Volunteer Recognition

### This volunteer position involves:

- Assist the volunteer department with the various volunteer recognition events and initiatives (may include: celebrations, BBQs, national volunteer week activities, special volunteer information evenings, etc.)
- Aid in event pre-planning/organization as well as attend events to help on day of setup/teardown
- Activities may include donor cold calls, communications to volunteers, helping lay out and create timetables/deadlines/agendas

### Time commitment:

1 – 2 days/week between Monday and Friday, 9am – 5pm

### Additional screening required:

- *None*

### Training:

Orientation provided

### Qualifications/experience necessary:

- Previous experience in event planning/coordination an asset
- Enthusiasm for reaching out via telephone for donations
- Extremely organized with ability to get your hands dirty and pitch in on event days
- Creativity is a must with ability to work independently on projects and stay on deadlines

### Locations:

Burlington office

### Additional questions regarding this position? Contact:

Karen Robertson Paget (Coordinator at Volunteer Services)

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