

## Volunteer Scheduler

### This volunteer position involves:

- Run reports from our volunteer software to determine upcoming ReStore scheduling needs
- Working independently within the volunteer department to call existing volunteers for scheduling in our 3 ReStores
- Update and maintain our Active Volunteer call list and make notes on responses/changes as needed

### Time commitment:

2 shifts/week between Monday and Friday (can be half or full days), 9am - 5pm (flexible)

### Additional screening required:

- Interview
- 3 references

### Training:

Orientation provided

### Qualifications/experience necessary:

- Strong knowledge of basic excel spreadsheet and Word based documents
- Must have an impeccable phone manners with a solid command of the English
- Outgoing but the ability and desire to work independently
- Ability to share the role/space with other volunteers

### Locations:

Burlington *only*

### Additional questions regarding this position? Contact:

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