

Administration/Recruitment

This volunteer position involves:

- Aid in volunteer recruitment strategies and campaigns
- Work closely with other departments to help assess volunteer needs & timelines
- Aid in research & communications with community partners, schools and prospects
- Assist with volunteer recruitment blitz's within community,
- Must be 18+ years

Screening Requirements:

- Interview

Training:

- Orientation provided by our Volunteer Manager

Qualifications/experience necessary:

- Knowledge of Microsoft Office (Word, Excel, PowerPoint, Gmail applications and Google based applications
- Excellent creative and organizational skills
- Detail oriented
- Excellent verbal and written communication skills

Locations:

ReStore locations: Burlington, Milton, Mississauga and Orangeville

Additional questions regarding this position?

Contact: Volunteer Service volunteer@habitathm.ca for more details