



We build strength, stability, and self-reliance.

Volunteer Services Associate - #DOKvol

*Note: This position is contingent on funding under the Canada Summer Jobs (CSJ) initiative. To be eligible for this position, you must be between 15 and 30 years of age on the start date of the job. You also must have been a full time student during the previous academic year, and be intending to return to full time studies in the next academic year. You also must be a Canadian Citizen, a Permanent Resident, or a Refugee under the Immigration and Refugee Protection Act. Funding will be confirmed by April 30, 2018.

Habitat for Humanity Waterloo Region (HabitatWR) is one of the oldest affiliates in Canada having been established in 1988. During their three decades of operation, HabitatWR has built and renovated over 120 homes with hardworking low income families in Waterloo Region. Each of these families have partnered with HabitatWR by completing 500 hours of sweat equity, and by paying an interest free mortgage geared to their income. In 2018, HabitatWR is building 6 units in their current development on Ottawa Kehl.

Employer Location

BUILD SITE - Habitat for Humanity Waterloo Region
234 Kehl Street, Kitchener Ontario N2E 1J3 (Off Ottawa)

Terms of Employment

30 - 40 hours per week – some flexibility may be required, for 8 - 12 weeks starting in June, 2018 at \$14.00 per hour (depending on funding from CSJ)

Job Description: Working directly with the Manager of Volunteers, the Volunteer Services Associate would engage in several aspects of supporting our volunteers.

Tasks and Responsibilities:

- Administration:
 - Managing the volunteer information and hours in our database
 - Responding to initial email/phone inquiries about volunteering with HabitatWR
 - Photocopying and filing completed waivers
 - Assisting with mailings, and other duties as assigned
- Hospitality:
 - Greeting volunteers and Corporate Teams each morning and assisting with basic orientation
 - Assisting with kitchen/hospitality duties as required
- Photography and Social Media



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- Taking photos on the Build Site to capture our volunteers in action
- Posting photos to our social media sites daily
- Thanking/recognizing volunteers
 - Emailing and mailing specific, timely thank yous to food donors, corporate teams and other volunteers
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Qualifications:

- Strong communication skills with a focus on customer service (Public Speaking experience a definite asset)
- Strong computer skills using Microsoft Office applications (Word, Excel, Outlook, PowerPoint and Publisher). Knowledge in database management a definite asset.
- Positive team player with a collaborative work style who thrives in a busy environment
- Ability to take initiative and work both independently and as a team member

How to Apply

Please send cover letter and resume by email: jarmstrong@habitatwr.ca

Attn: Janine Armstrong, Manager of Volunteers

Applications Due: May 4, 2018. Please reference job #DOKvol in Subject Line

Habitat for Humanity Waterloo Region is an equal opportunity employer. We thank all applicants for their interest; however only those selected for an interview will be contacted. Habitat for Humanity Waterloo Region is committed to accommodating applicants with disabilities throughout the hiring process, in accordance with the Accessibility of Ontarians with Disabilities Act (AODA). We will work with applicants requesting accommodation at any stage of the hiring process.