



**Volunteer Position Title:** Volunteer Coordinator Intern (Unpaid)

**Department:** ReStore

**Training and resources:** Upon starting the internship, the intern will be familiarized with the policies, procedures, and goals of Habitat ReStore. They will then be familiarized with ReStore's different types of volunteers, current recruiting techniques, how ReStore measures volunteer satisfaction, volunteer scheduling procedures, and the volunteer database.

**Time commitment:** 12 hours per week in ReStore required.

**Benefits:** The volunteer will learn about Habitat for Humanity's mission of building simple decent affordable housing. S/he will: a) learn ReStore's role in attaining the affiliate's goal, b) engage in a meaningful volunteer experience, c) gain hands-on, volunteer management experience, and d) learn how to recruit, motivate, and manage an unpaid staff.

**Position requirements:** Intern must: a) have excellent written and verbal communication skills, b) have an energetic and professional attitude, c) be comfortable giving direction to others, d) commit to twelve hours on site each week, e) have a flexible schedule, f) pay close attention to detail, g) have an interest in Habitat's mission and in non-profit work, and h) have basic computer skills (Microsoft Word, Excel, Outlook).

**Job description:** The Volunteer Management Intern is a part-time internship position that involves recruiting, motivating, maintaining, tracking, and satisfying volunteers. Habitat ReStore is almost entirely volunteer run, therefore it is necessary to constantly recruit new volunteers while engaging and motivating current volunteers. This position involves a mix of working closely with staff and volunteers and database entry.

**To apply:** Please submit the following information via e-mail to [Adeela.abbasi@habitat-mc.org](mailto:Adeela.abbasi@habitat-mc.org)

resume    cover letter    three references    an email clearly stating your interest and skills

**For more information:** Please contact Adeela Abbasi, ReStore Manager, by email at [Adeela.abbasi@habitat-mc.org](mailto:Adeela.abbasi@habitat-mc.org)

*All applicants will receive notification of their application status regardless of decision.*

HFH-MC supports the notion that good, stable housing matters for neighborhoods. Better quality of living leads to stronger citizens and families. Habitat for Humanity is about changing lives, one home at a time.