

January 2018

HFHSSMA JOB DESCRIPTION

POSITION:
REPORTING TO:
HOURS:

OFFICE & VOLUNTEER ADMINISTRATOR
EXECUTIVE DIRECTOR
FULL TIME, SALARIED

Position Purpose:

To manage the volunteer component for Habitat ensuring adequate qualified volunteer staffing for all events, build projects and the ReStore. To support the Executive Director in the administration of the affiliate office.

Duties and Responsibilities:

- Fills requests of the Resource Manager, ReStore Manager and Build Supervisor for volunteer needs.
- Coordinates all Volunteer communication.
- Help in securing funding through the application & administration of government and other agency grants.
- Creates / maintains all volunteer records too include, personnel files safety training, volunteer hours and the HFHSSMA volunteer data base.
- Use community outreach and education to attract volunteers to various volunteer positions.
- In conjunction with the SHE (Safety Health Environment) coordinator, orient all volunteers' staff and BOD members ensuring understanding of the following: Safety Health Environment (SHE) Training for the ReStore and the Build Site, WHMIS, Accessibility Training and ReStore tour.
- Responds to volunteer inquiries regarding policies, procedures and standards of volunteer service.
- Track volunteer hours and Sweat Equity hours; reporting on same.
- Create and maintain Volunteer Program annual budget; make suggestions and submit revisions to the Executive Director and the Board of Directors for approval as necessary.
- Contact/meet with various community organizations for volunteer needs and opportunities. Creating awareness of HFHSSMA and our vision in the Community.
- Be the first point of contact in the affiliate office, directing inquiries, providing information and supporting the ED and BOD in their management of the affiliate.



- Manage the affiliate direct communication re: meetings calendar events, change announcements to all staff, volunteers and committee members.
- Coordinate all affiliate donor recognition, thank you cards and corporate sponsorship.
- Assist ReStore Manager as a point of contact (bridge) when required, responsible for procurement of supplies and materials as required.
- Any additional tasks assigned by the Executive Director.

Qualifications:

- A diploma or degree in related field of Community Services, Business, or Social Work would be an asset.
- Experience working with volunteers or a non-profit organization.
- Ability to manage multiple competing priorities.
- Strong attention to detail and knowledge of and proficiency with data base systems.
- Ability to remain calm in highly stressful and ambiguous situations clear crisis decision-making and resolution skills.
- Excellent organizational, written and oral communication skills.
- Project management experience would be an asset.
- Detail oriented and committed to meeting deadlines.
- Excellent interpersonal skills.
- Works well independently and as part of a team.
- Great written communication skills.

Working Conditions and Hours:

Ability to work a flexible schedule including some evenings and weekends. Normal office administrative working environment and normal business hours will apply generally.



How to Apply:

Interested applicants are welcome to submit their cover letter and resume to Habitat for Humanity Sault Ste. Marie & Area.

In Person to Monday- Friday 9am-5pm

Brent Lamming, Executive Director
32 White Oak Drive East
Sault Ste. Marie, Ontario
P6B 4J8

By E-mail: apply@habitatsault.ca

Web Site: www.habitatsault.ca

APPLICATION DEADLINE:

Tuesday, February 13th, 2018 at 5:00pm

Only those selected for an interview will be contacted.

