

Habitat for Humanity of Milwaukee Position Description

Position Title: ReStore Volunteer Associate

General function of the position: The ReStore Volunteer Associate will provide support for key volunteer operations—including orientations, training, and leading group projects—at one of Milwaukee Habitat for Humanity's ReStore locations.

Department: Volunteer

Responsible to: ReStore Volunteer Coordinator

Responsibilities:

- Volunteer engagement: assists with key volunteer engagement activities at the ReStore
 - Volunteer orientations
 - New volunteer trainings
 - Leading volunteer group projects
- Provides in-store support when needed:
 - Cashiering
 - Customer service
 - Merchandizing
 - Product processing
- Helps to create an atmosphere of teamwork and inclusion among all participants through positive and respectful behavior.
- Volunteer department administration and record keeping tasks.
- Attends one weekly planning meeting with ReStore Volunteer Coordinator and regularly communicates updates via email.

Qualifications or special skills needed:

- Public speaking and communication skills
- Ability to manage multiple activities in a dynamic environment
- Ability to work as part of a team
- Ability to lift up to 20lbs
- Ability to stand for majority or entirety of a five-hour shift

Scheduling

- This is an 8 hour per week position, conducted in two weekly on-site four-hour shifts. This assumes that the student will work for 15 weeks. Adjustment for hours per week is possible if the number of weeks is less in each semester.
- Saturday availability is strongly preferred

Effects/ How does this help Habitat?

- Providing greater 1 to 1 staff to volunteer training and contact will assist with longer-term volunteer retention and will improved the overall quality of volunteer work.
- Supporting volunteer groups on-site will improve the volunteer experience and create more successful outcomes.

Benefits:

- Starting wage of \$12.50 / hour