



### **Volunteer Position: ReStore – Office Assistant**

**Purpose:** To carry out the stated purpose of the ReStore and Habitat for Humanity Mississauga. The Customer Service Volunteers provide assistance to the ReStore with front line operations. This support allows HFH Mississauga to raise funds to cover the affiliate's operational costs and build homes in the Mississauga community.

**Responsible to:** The ReStore Manager and Assistant Manager

**Risk Assessment:** Level 3

**Time Commitment:** Minimum 4 hours per week.

### **Position Duties:**

- Filing
- Data processing (statistical information tracking)
- Assisting with inventory management
- Complete data tracking required for tax receipts
- Post items to Kijiji and Craig's List and identify potential donors from Kijiji and Craig's List
- In non-busy periods, work as Customer Service Volunteer
- Assist in answering phone calls
- Other duties as required
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### **Qualifications and Skills:**

- Understanding of the Habitat for Humanity philosophy and the desire to promote it
- Previous experience working in an office is an asset but not mandatory
- Excellent organizational skills
- Ability to work with a team or independently
- Excellent verbal and written communication skills and the ability to effectively communicate with customers/donors, HFH Mississauga staff members and volunteers
- Knowledge of and experience with Kijiji and Craig's List
- Detail oriented

- Friendly, approachable and outgoing
- Discretion and confidentiality essential

**Orientation and Training:** Affiliate Volunteer Orientation and Safety Training

**Participant Group:** ReStore Customers/donors, Affiliate Staff and Affiliate Volunteers

**Screening Process:** Interview, 3 References and Police Clearance Certificate

**Position Benefits:**

- Use professional skills in a volunteer capacity
- Satisfaction of contributing to HFH Mississauga's mission
- Training development
- Letter of Reference