



**Job Title:** Volunteer Coordinator  
**Vacancies:** 1 position  
**Status:** Seasonal full time position (8 weeks)  
**Location:** 300 Milroy Drive, Peterborough, Ontario (please note that teleworking is not an option)

## JOB PURPOSE

Looking to make a real difference and impact in your community? Want to work with an amazing group of professionals and an inspiring team? Established in 2002, Habitat for Humanity Peterborough & Kawartha Region is a non-profit housing organization that brings communities together to help families build strength, stability, and independence through affordable homeownership. Through volunteer labour and donations of money and materials, Habitat builds houses in partnership with homeowner families. We offer lower income families a 'hand-up', not a 'hand-out'. The 'hand-up' comes in the form of a 0% interest mortgage, with no down payment, and geared to income monthly payments. To learn more about Habitat for Humanity Peterborough & Kawartha Region, please visit [www.habitatpkr.ca](http://www.habitatpkr.ca).

The Volunteer Coordinator will be responsible and accountable for the development, implementation, and management of a comprehensive volunteer program for Peterborough and the Kawartha Region. Working closely with the COO, the Volunteer Coordinator will be tasked with:

- Actively recruiting and coordinating volunteers
- Communicating and placing volunteers during a very busy summer season
- Planning and developing orientation and recognition programs
- Engaging and leading volunteers
- Stewarding and thanking volunteers regularly
- Administration of all volunteer paperwork, data entry, and waivers
- Providing health and safety training
- Scheduling and organizing logistics
- Communicating efficiently and professionally with various volunteers and staff
- Demonstrating initiative

## WHAT YOU BRING

- Candidates will preferably be post-secondary students in a related discipline
- Excellent organizational, and leadership skills
- Knowledge of Microsoft Word and Excel an asset
- Enthusiastic, creative, patient, flexible
- Ability to work as part of a team and independently
- Access to a vehicle

- A valid Criminal Record Check will be required
- Ability to work flexible hours
- Experience in data entry is an asset
- Self-motivated and willing to learn
- Good interpersonal skills
- Ability to juggle competing priorities while completing projects successfully
- Excellent communication skills both written and verbal

**This position is funded by the Government of Canada through the Canada Summer Jobs program, and thus candidates must meet the following eligibility criteria:**

- Be between 15 and 30 years of age at the start of the employment;
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act; and,
- Be legally entitled to work in Canada in accordance with relevant provincial/territorial legislation and regulations

## HOW TO APPLY

Interested candidates are asked to forward their resume and cover letter to [hr@habitatpkr.ca](mailto:hr@habitatpkr.ca) as soon as possible **stating the job title in the subject line.**

Habitat for Humanity Peterborough & Kawartha Region is an inclusive employer and is seeking someone who is willing to contribute to a larger mission. While we appreciate all applications, we can only contact those individuals selected for interviews.