



Volunteer Intake/Warehouse Assistant Position Description

Start date: Immediately

End date: Ongoing

Status: Active

Type: Construction

Hours per week: Saturdays 8:30am-4:00pm

Required skills: Applicant should have good organizational skills, the ability to interact with groups of people and have a general knowledge of construction/equipment.

Detail: We are in need of an organized, responsible person to oversee the morning volunteer coordination with construction staff. This person would be responsible for checking in all non-sponsor volunteers and collecting and filing the waiver of liability forms. Responsibilities may also include: directing volunteers to worksites; giving safety/SHH overview to groups; liaising with construction staff. The remainder of the day will be spent assisting the warehouse coordinator. Applicants will be interviewed by one of our Senior Construction Managers before being placed in this position.

Contact person: Michael Barb

Contact phone: 410-669-3309

Contact e-mail: volunteer@sandtownhabitat.org