

## **SCHOLARS IN SERVICE – JOB DESCRIPTION**

**Habitat for Humanity Greater Fresno Area** is an affiliate of Habitat International and serves Fresno County. Habitat's mission is putting God's love into action, Habitat for Humanity brings people together to build homes, communities and hope. The vision of Habitat is a world where everyone has a decent place to live. In the Greater Fresno Area, Habitat partners with low-income families to provide affordable home ownership opportunities, improves living conditions of existing homes through neighborhood revitalization and focuses on community development and local issues.

Volunteers are vital to Habitat's mission of bringing people together and help serve hundreds of families each year.

### **Job Title: Volunteer Department Assistant**

Number of Openings: 1

As a member of the Volunteer Department, the SIS student will be assisting in ensuring a smooth build-day on Saturdays for staff and volunteers. They will assist with hospitality duties the day of and help with tasks beforehand such as verifying who will be onsite, printing rosters, updating waivers, and more!

Ideal schedule will be available two weekdays during office hours, and available 7:00am – 1:00pm on Saturdays. Flexible opportunities may be available depending on SIS skills and interests. **THE MAJORITY OF THE WORK FOR THIS POSITION WILL BE IN-PERSON.**

Individual responsibilities include:

- Support set-up, tear down and volunteer engagement at construction sites.
- Assist with volunteer projects.
- Help to collect and share stories of those that are there to volunteer and help their community through photography and short descriptions/stories.
- Assist with preparation for build-days through administrative tasks such as, but not limited to, calling volunteers that are signed up to verify attendance, printing volunteer rosters, data entry and management, creating or printing signage needed for the day.
- Learning VolunteerHub through Volunteer Engagement Coordinator or previous SIS student.
- Managing the Saturday Snack Project by reaching out to local companies and creating strategic partnerships to help fulfill snack donations.
- Participate in special projects, outreach or special events to promote the mission of Habitat Greater Fresno Area, as desired and scheduled.