



Intern Job Description: Volunteer Services

Purpose:

To further the mission of Habitat for Humanity Saint Louis (HFHSL) by assisting with volunteer scheduling, and construction site management and administration.

Duties and Responsibilities:

- A. Schedule build sponsors, Builders' Club Teams, non-sponsoring groups, and individuals for each build day
- B. Manage volunteer distribution and build site hospitality on build days during construction of the homes (*including weekends*);
- C. Conduct morning build site safety meeting;
- D. Order lunches, ice, and water for the build site;
- E. Collect waivers, and oversee volunteer buttons being produced;
- F. Manage build site administrative documents processes, such as the volunteer sign-in sheets, waiver of liability forms, community service verifications, and safety incident reports. Develop weekly build site reports;
- G. Prepare annual budget estimates for build site catering, security, etc.;
- H. Other scheduling, build site hospitality, and community service duties as assigned.

General Requirements:

The candidate must:

- Possess the ability to work well in an extremely fast paced, ever changing environment;
- Be well organized, and have strong critical thinking skills;
- Have excellent oral and written communication skills;
- Possess superior interpersonal skills, with the ability to deliver exceptional customer service to a diverse group of constituents (i.e. sponsors, volunteers, and homebuyers).
- Have the ability to work a flexible schedule, including weekends;
- Be computer literate, possessing basic Internet navigation abilities and proficiencies in Microsoft Office;
- Have regular and consistent computer access, including the ability to work online from a remote location;
- Have reliable transportation;
- Currently be working towards a degree at a university, college, or trade school, in a related field;
- Have at least a Sophomore class standing/ranking, with a minimum 3.0GPA/4.0 scale;
- This internship is open to all majors; emphasis on Nonprofit Management, Logistics and/or Operations Management, Project Management, Event Planning, and Business Administration.

Physical Requirements:

Ability to stand, and/or work on a computer, for long periods, and walk up and down stairs multiple times throughout the day. Ability to work in sometimes extreme weather conditions, particularly heat/sun and cold temperatures, and lift at least 25 pounds.

Work Schedule/Time Commitment:

Flexible, approximately 15-17hrs/week, with exact days and times to be determined according to your school schedule. However, Saturdays are required. This internship requires a total of 150 hours per semester. Some job duties may be done from a remote location (i.e. home), but regular visits to HFHSL's office to meet with the Volunteer Services Manager will be required. Once the student has completed 150 hours, a check will be mailed to the students college/university to be directly applied to their student account.

Stipend: \$500 per semester, plus potential for academic credit

Responsible to: Volunteer Services Manager

To apply for this internship, please send a cover letter and resume to internships@habitatstl.org.

Email submissions only! Please NO phone calls!