

Habitat for Humanity of Greater Chattanooga Data Entry: Volunteer Position

Volunteer Service Description: Keeping in contact with our donors and customers is essential. The ReStore has sales and events almost every month and letting people know increases sales and awareness.

Responsibilities:

- Enter contact information of donors and customers into database
- Keep records up to date

Volunteer Impact: The volunteer will play a direct role in increasing communication between our clients, homeowners and volunteers. By having correct information in our database, we save money by not sending materials to non-existent addresses and duplicate copies. Additionally it allows staff to keep track of donation and communication records.

Age Requirements: Volunteers must be at least 18 years old.

Skill Qualifications: Knowledge of computers is necessary. Database training will be provided. Flexibility and the ability to help with a variety of tasks that may arise are also needed

Time Commitment: Volunteer hours will take place Tuesday - Friday 9:00a – 4:00p. We are looking for volunteers to commit to a minimum of one half day per week.

Training & Supervision: Provided by the Volunteer Coordinator

Contact: Dawn Hjelseth, Director of Volunteers at dstoike@habichatt.org or 423-756-0507 ext.16