

Habitat for Humanity of Greater Chattanooga Hospitality Coordinator: Volunteer Position

Volunteer Service Description: You can never say thank you enough to volunteers! Help Habitat for Humanity recognize the hundreds of volunteers who contribute their time and hard work to making Chattanooga a better place for everyone. The Hospitality Coordinator assists the Director of Volunteers with appreciating volunteer service.

Responsibilities:

- Develop plan to recruit organizations to provide lunches/snacks for volunteers on construction site.
- Solicit donations of lunches/snacks, small gifts for volunteers
- Send appreciations items regularly to volunteers for service
- Assist Director of Volunteers with Annual Family Reunion Event

Volunteer Impact: The volunteer will play a direct role in providing volunteers with a wonderful experience at Habitat for Humanity. Volunteers who feel appreciated not only continue to stay with the organization, they may increase hours or begin to donate as well. Without volunteers, Habitat for Humanity could not operate and attempt to end substandard housing in Chattanooga.

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

Skill Qualifications: Ability to solicit donations is a must. Prior experience as a volunteer is preferable. Flexibility and the ability to help with a variety of tasks that may arise are also needed.

Time Commitment: Volunteer hours may 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 Director of Volunteers

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