



We build strength, stability, self-reliance, *and* shelter.

### **JOB POSTING**

- Position Title:** ReStore Volunteer Engagement Fellow
- Employment Type:** Full-time, Non-Exempt, 40 hours per week (variable)
- Schedule:** Tuesday – Saturday (T-F: 10:00am – 6:00pm; Sa: 9am – 5pm)
- Compensation:** The hourly range for this position is \$20-\$24/hour, commensurate with experience and qualifications.
- Reports to:** Volunteer and Community Engagement Manager – Mahnoor Zafar

### **POSITION OVERVIEW:**

Habitat for Humanity of Washington, D.C. & Northern Virginia (Habitat DC-NOVA) seeks an individual to join our team as a ReStore Volunteer Engagement Fellow.

The ReStore Volunteer Fellow works directly with the Habitat DC-NOVA Volunteer and Community Engagement Manager, ReStore staff, and the Development team to support the volunteer experience in the ReStores. They will move between all three ReStores on a weekly basis to provide oversight and assistance to the volunteers. This role is instrumental in ensuring a high-quality volunteer experience in the ReStores so that volunteers feel connected to our mission and the larger Habitat community.

### **COMPENSATION AND BENEFITS:**

Habitat DC-NOVA strives to foster a collaborative, support, and flexible work environment with a dynamic and passionate team that is committed to creating affordable homeownership opportunities for everyone.

The hourly range for this position is \$20-\$24/hour, commensurate with experience and qualifications. We offer a competitive salary and benefits package including healthcare benefits, vision benefits, dental benefits, life and disability insurance, retirement savings plan with an employer contribution, generous paid time off, and more.

### **ABOUT HABITAT DC-NOVA**

Habitat for Humanity of Washington, D.C. & Northern Virginia (Habitat DC-NOVA) believes that everyone deserves a safe, decent, and affordable place to call home. We help families with low and moderate

incomes build strength, stability, and self-reliance by creating and preserving affordable homeownership. While we are best known for building and selling affordable homes, we do so much more: we repair existing homes, mobilize and advocate in support of pro-housing policies and solutions, provide homeowner financial education, and engage thousands of volunteers across the region. Our work brings together local families, community partners, volunteers, faith-based organizations, companies, and individuals to serve families in need of shelter. Habitat DC-NOVA launched in 2022 when DC Habitat and Habitat NOVA combined to become a single, regional organization. You can learn more about our work at [habitatdcnova.org](https://www.habitatdcnova.org).

### **RESPONSIBILITIES:**

- Provide daily orientation to volunteers in the ReStore(s)
- Offers a high level of volunteer service by answering individual ReStore volunteer questions, providing supervision and orientation, and supporting volunteer needs throughout their experience
- Manage the administration of court-ordered volunteerism on a timely basis, including intake and verification letters
- Assists the ReStore staff in determining volunteer tasks and offering oversight and direction
- Work with staff to plan volunteer appreciation events for ReStore volunteers
- Create necessary collateral to improve communication around the volunteer experience
- Works with the Volunteer and Community Engagement Manager to schedule and prepare for volunteer groups in the ReStore
- Assists with volunteer data collection and management
- Performs outreach to individual volunteers and groups in the community
- Support the growth of the 'volunteer captain' program in the ReStores
- Provides on-site VolunteerHub support for the staff
- Attends Development Team staff meetings and volunteer planning sessions

### **QUALIFICATIONS:**

- Meet physical demands of job, requiring the ability to sit, walk, carry, push, pull, lift up to 30 pounds, and climb and bend.
- Proven ability to handle multiple tasks in a busy workplace environment
- Excellent organizational and communications skills
- Exceptional tact and excellent customer service skills
- Strong relationship building skills
- A team player, with the ability to work independently with limited supervision
- The ability to establish and maintain effective working relationships with staff, customers and volunteers.
- Ability to relate to and work with individuals of diverse races, cultures, faiths and income and skill levels
- Ability to exercise independent judgment and discretion
- One-year commitment to serve Habitat DC-NOVA
- Regular check-ins with supervisor to develop goals and explore professional development opportunities
- Membership in Habitat Young Professional network to attend social events and

- professional development opportunities
- Quarterly team-building events with AmeriCorps members throughout the DMV

**TO APPLY:**

To apply for this position, please submit a resume to Mahnoor Zafar at [mahnoor.zafar@habitatdcnova.org](mailto:mahnoor.zafar@habitatdcnova.org), Include “ReStore Volunteer Engagement Fellow” in the subject line.

Habitat for Humanity of Washington, DC & Northern Virginia is an Equal Opportunity Employer. All applicants will be considered for employment without attention to race, color, religion, sex, age, sexual orientation, gender identity, genetic information, national origin, veteran or disability status.

Habitat for Humanity of Washington, DC & Northern Virginia is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. To request reasonable accommodation to participate in the job application or interview process, contact [mahnoor.zafar@habitatdcnova.org](mailto:mahnoor.zafar@habitatdcnova.org).