



## *Volunteer Position*

### *Administrative Volunteer*

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Want to volunteer at an organization that is working every day to change lives and support our local community? Habitat for Humanity is a fun and vibrant place to volunteer and put your skills to service.

**OBJECTIVES:** The primary responsibility of an administrative volunteer is to work closely with the Habitat staff to complete office tasks including, data entry, filing, and mailings and community events.

**RESPONSIBILITIES:**

- Ensure all work is done accurately and in a timely manner
- Answer phones as assigned
- Operational support
- Represent Habitat for Humanity in the community
- Work closely with assigned staff member to develop work projects

**REPORTS TO:** Various Habitat staff members

**REQUIRED SKILLS**

- Strong Microsoft office suite skills
- Basic administrative knowledge
- Budgeting skills
- Great customers service attitude!
- Contract negotiation and facilities knowledge a plus

**BENEFITS TO VOLUNTEER:**

- Appreciation!
- Being part of the Habitat for Humanity of Southern Santa Barbara County mission to build strength, stability and self-reliance through shelter.
- Opportunity to interact with a variety of different people.

**VOLUNTEER SCHEDULE**

- 1 day a week for 3-4 hours

**TRAINING PROVIDED**

- On-site training is provided and consists of an orientation with the Volunteer Coordinator, review of the Volunteer Manual, safety training and hands-on training by appointed staff members. On-going supervision and training will be provided as needed.

Background check required.

Please contact [volunteer@sbhabitat.org](mailto:volunteer@sbhabitat.org), for more information.