



Greater Ottawa

Habitat for Humanity®
Habitat pour l'humanité®

La Grande Région d'Ottawa

Volunteer Position: Site Liaison

Purpose: Site Liaison volunteers provide direction on processes and procedures to volunteers participating with the build and/or renovation projects. They also act as the official host for the day on the build. They are integral to the build process and Corporate Build Day experience. They represent Habitat Greater Ottawa on behalf of the organization

Time Commitment: One- Three days day per week (7:30am-3:30pm)

Location: Concession Rd, North Grenville

Job Duration: For duration of build project (approx. August 2022- December 2023 and into Spring 2024 as needed)

Position Duties:

- Assist volunteer participants with sign in/sign out procedures on build site including collecting and filing waivers
- Assure each volunteer participant has the correct personal protective equipment
- Aid in organizing and keeping the build site office clean and free of debris
- Set out and/or pick up (driving is sometimes needed) snacks and lunches for all volunteer participants
- Ensure safety on-site at all times

Qualifications and Skills:

- Understanding of the Habitat for Humanity philosophy and the desire to promote it
- Excellent organizational skills
- Ability to work with a team or independently
- Excellent verbal skills and the ability to effectively communicate with volunteers
- Detail oriented and self-starter is a must
- Friendly and outgoing

Position Benefits:

- Use professional skills in a volunteer capacity
- Satisfaction of contributing to Habitat Greater Ottawa's mission
- Letter of Reference

For more information and to apply please contact Brianna Adams:
volunteer@habitatgo.com or 613-749-9950 ext. 229.