



Greater Ottawa

Habitat for Humanity®

Habitat pour l'humanité®

La Grande Région d'Ottawa

Volunteer Position: Distribution (multi-location)

Purpose: As a Distribution Volunteer supporting multiple Habitat for Humanity ReStore locations, you will play a crucial role in managing the flow of goods between three ReStores. Your efforts will help ensure that each store has the appropriate inventory to meet customer demand, maximizing sales to support Habitat for Humanity's mission to build homes and strengthen communities.

Time Commitment:

- Shifts are typically 3-4 hours, with morning and afternoon options.
- Flexible scheduling available to accommodate your availability.

Position Duties:

- Assist with loading and unloading donations, deliveries, and inventory transfers between three designated ReStore locations.
- Sort and organize items at each location to ensure efficient storage and timely placement on the sales floor.
- Help prepare donations for transportation, ensuring items are securely packed and handled to prevent damage.
- Communicate with staff at each location to understand inventory needs and prioritize items for transfer.
- Assist in maintaining clean and organized donation areas and storage spaces across all locations.
- Follow safety guidelines when handling, loading, and transporting items, using equipment as directed.
- Provide friendly and professional assistance to donors and customers when needed.

Qualifications and Skills:

- Ability to lift and move items weighing up to 50 lbs (with assistance if needed).
- Reliable transportation to travel between locations as needed (if applicable).
- Strong organizational and time-management skills.
- Team-oriented mindset and adaptability to work across multiple sites.
- Punctuality and dependability for scheduled shifts.

Important to Note: Volunteers must be a minimum of 16 years of age. Volunteer Orientation and Safety Training is mandatory for new volunteers. All ReStore volunteers must provide and wear their own CSA approved steel toe boots.

Position Benefits:

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

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