



Greater Ottawa

Habitat for Humanity®

Habitat pour l'humanité®

La Grande Région d'Ottawa

Volunteer Position: ReStore Reads Committee Member

Purpose: The ReStore Reads Book Fair Committee Member supports the planning and execution of a community book fair event that promotes literacy, engages the community, and contributes to fundraising efforts for Habitat for Humanity Greater Ottawa. This role works collaboratively with staff and fellow volunteers to help bring the event to life.

Shift Details:

- Approximately 2–5 hours per week leading up to the event
- Increased involvement closer to event dates
- Attendance at committee meetings (virtual or in-person)
- Availability on event day(s) for set-up, execution, and take-down

Position Duties:

- Participate in planning meetings and contribute ideas for event development
- Assist with collecting, sorting, and organizing donated books
- Support event logistics including layout, displays, and signage
- Contribute to promotional efforts and community outreach
- Assist with recruiting and coordinating event-day volunteers
- Provide on-site support during the event (set-up, sales, customer service, clean-up)
- Help create a welcoming and engaging experience for attendees
- Attention to detail and a proactive attitude.
- Ability to lift and move items up to 20 lbs and stand or move for extended periods.
- Willingness to perform physical tasks in a retail and warehouse environment.
- Team-oriented mindset with a positive and can-do attitude.

Qualifications and Skills:

- Interest in community events, literacy, or fundraising initiatives
- Strong organizational and teamwork skills
- Reliable and able to follow through on commitments
- Comfortable communicating with staff, volunteers, and the public
- Creative thinking and problem-solving abilities are assets
- Previous experience in events, retail, or volunteer coordination is an asset but not required

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 and Impact:

- Gain hands-on experience in event planning and community engagement
- Build connections within the community and expand your network
- Develop leadership, organizational, and communication skills
- Contribute to a meaningful cause by supporting affordable housing initiatives
- Help create a positive and inclusive community event that brings people together

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