



Volunteer Site Host Position Description

Responsibilities

Hosting work sites and offering a hub for information, direction, and hospitality. Occasionally organizing distribution of food or tools. Ensure volunteers sign in and sign out. Calculate hours and provide feedback on projects.

Maintain clear communication and collaborating with other key staff members to support the affiliate's mission as a whole. Work alongside staff to ensure affiliate's mission of affordable and decent housing for all is always pursued.

Reports to the Volunteer Coordinator and ABWK Coordinator.

Duties

- Supply information as requested to site volunteers and staff as needed.
- Occasionally participate in activities on project site.

Requirements and Expectations

Required

- Experience with Windows OS, Office Suite focusing on Word/Excel, and Google Suite

Desired

- Familiarity with basic outdoor repairs, painting, landscaping, and yard work

Time Commitment

- One to three days a week for ABWK projects; times and dates vary. Projects vary from two to three hours up to eight hours. Weekends and evenings possible.
- Given the responsibility of this position, inability to report to duties must be communicated three hours prior to start time.
- Bi-weekly meetings with volunteer manager and ABWK organizer.

Working conditions

- Outdoors including project sites for preservation projects and home builds.
- Occasional office environment

Support

- Training may be provided. Volunteer Coordinator and Executive Director will be available for questions and assistance.