



Volunteer Position Description

Assignment Title: Construction Support Admin Volunteer

Supervisor and Department: Brian Johnson, Construction Support

Purpose or Overview: (optional) This position will assist with placing and tracking orders for construction materials and supplies to support field Construction Programs.

Major Responsibilities:

- Create and send orders for construction materials and supplies using email and on-line ordering systems
- Confirm deliveries in coordination with construction support and team members
- Work with construction support team to develop and implement systems and processes for managing orders
- Assist in estimating material quantities
- Gift-in-kind (GIK) acknowledgement
- Other duties as assigned

Time Commitment: 4-6 hours, 1 day per week, preferably the same day each week.

Qualifications:

- Excellent communication skills
- Attention to detail
- Organized
- Process-oriented
- Experience with Microsoft Outlook (email) and Excel
- Comfortable learning web-and cloud based systems

Training:

- Volunteer Orientation
- Application – specific Outlook and Excel
- Bluebeam Revu (estimating software)
- Current web and cloud-based ordering systems including Acumatica
- Current ordering and receiving practices

Service Location: Construction Warehouse: 520 Raritan Way, Denver CO.

Impact: This position will help our Construction staff and support team receive the supplies they need to build and repair homes, on-time, so that Habitat for Humanity of Metro Denver can serve more homeowners and ensure that those in our community have a decent, safe place to live.

Volunteer Benefits:

- Camaraderie (bbqs/happy hours/and formal and informal recognition events) with a welcoming team of staff and volunteers
- Habitat swag
- 25% off at the 4 Metro Denver Habitat ReStores
- Develop professional skills and leadership skills
- Scholarship towards a week-long Habitat Denver Global Village Trip after one year of service

