



**Assignment Title:** CORE ReStore Volunteer - Volunteer Program Assistant (VPA)

**Supervisor:** ReStore staff

**Major Responsibilities:**

- Orient new volunteers at the beginning of their shifts
- Check in with volunteers and keep them engaged
- Lead daily volunteers
- Fill out paperwork
- Represent Habitat Metro Denver in a positive and professional manner
- Be informed and current with Habitat news, policies, and procedures

**Time Commitment:**

- Will work a designated shift time (8:45 AM-11:00 AM or 1:45 PM-4:00 PM Monday-Saturday, 9:45 AM-12:00 PM or 12:00 PM-3:00 PM Sunday)

**Qualifications:**

- People skills
- Speaking skills
- Willing to help staff support volunteers

**Training:**

- VPAs will be trained on how to conduct a new volunteer orientation and fill out initial community service paperwork
- VPAs will be trained to check in volunteers on our tablets
- VPAs will be proficient in creating new accounts in our volunteer database and assist new volunteers with signing up for a shift

**Service location for training:**

- Littleton ReStore—7890 W Quincy Ave, Littleton, CO 80123

**Impact:**

- Volunteer Program Assistants engage positively with the community of staff, volunteers, customers, and donors to bring awareness and understanding about Habitat Metro Denver. CORE ReStore Volunteers are treated like staff members and enable our team to better serve the ReStore community.