



Now More Than Ever.
Help Build It!

Volunteer Services Internship

Position Description

As a Volunteer Services Intern at Habitat for Humanity of Oakland County, you will be joining the efforts of making the Habitat for Humanity volunteer experience the best it can be! You will gain the opportunity to learn working knowledge and understanding of the non-profit world, as well as valuable experience.

Compensation: Unpaid Internship

The Volunteer Services Internship position can perform but are not limited to the following tasks:

- I. Coordinates project activities with direct supervision from Volunteer Manager.
- II. Assists with daily volunteer preparation needs for construction sites.
- III. Participates and Leads in Morning Kick-off events.
- IV. Creates recognition measures for volunteers.
- V. Warehouse management to include managing volunteer materials, and site host room.
- VI. Aids in enhancing the volunteer experience.

Requirements for the position:

- Proficient computer skills (Microsoft Office).
- Outgoing and friendly demeanor.
- Written and verbal communication skills necessary.
- Ability to work with others in a team environment.
- Competent ability to perform all work in a timely, professional and efficient manner.
- Ability to comply with all company policies, practices and standards of performance.
- Ability to connect with individuals of all income brackets, ages and professional levels.

Please send Resume to:

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Volunteer Manager
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