



ReStore Volunteer Job Descriptions

Groups

When: Year-round, Tuesday through Saturday.

Minimum time commitment: No less than a 4 hour block of time, does not have to come more than once.

Work site: ReStore 2105 N. Orange Blossom Trail Orlando Fl 32804.

Supervisor: ReStore manager.

Description: The tasks of the group will vary, depending on what is currently going on at the store. Tasks may be sorting items, moving items, landscaping, painting, rearranging departments, creating new departments, restocking shelves, pricing items, cleaning items, helping people carry merchandise to cars, etc.

Requirements:

- Knowledge of and commitment to the philosophy of Habitat for Humanity
- Cooperative attitude
- Ability to work closely with ReStore staff, volunteers, customers, and fellow group members
- Willingness to learn

Your benefits:

- Gain the satisfaction of serving a good cause
- Meet new people with similar interests
- Enjoy bonding time with your group members

Mr. /Ms Fix- It

When: Year-round, Tuesday through Saturday, Flexible schedule.

Minimum time commitment: no hourly commitment, but you must finish any project you start.

Work Site: ReStore repair shop. 2105 N. Orange Blossom Trail Orlando Fl 32804

Supervisor: ReStore manager, ReStore assistant manager.

Description: Perfect for those handy people who enjoy refurbishing neglected furniture and electronics. Taking electronic equipment or furniture that needs repairs, testing, refinishing, or other care, and preparing them to be sold in the ReStore. Choose your own projects based on your ability.

Requirements:

- Self-sufficient, requiring little supervision.
- Knowledge of and commitment to the philosophy of Habitat for Humanity
- Cooperative attitude
- Ability to work closely with ReStore staff and volunteers
- Basic woodworking ability and familiarity with tools
- Basic electronics knowledge
- NOTE: Orientation to the repair shop, with its available tools and other supplies, will be provided by a staff member. The opportunity to expand one's repair skills through interaction with other Repair volunteers exists, but we are unable to provide formal training in wood working, furniture repair, or electronics. You, the volunteer, must come to the position with at least a basic knowledge of woodworking and electronics.

Your Benefits:

- Opportunity to meet people with similar interests
- Opportunity to expand your knowledge and skill set by interacting with other experienced volunteers
- Chance to use your skills for a good cause
- Regular volunteers can enjoy a discount on ReStore merchandise

ReStore Reporter

When: Year-round, Set your own schedule

Minimum time commitment: 2-3 hours per week for a minimum of 2 months

Work site: Your home computer and the ReStore 2105 N. Orange Blossom Trail Orlando FL 32804.

Supervisor: ReStore manager, Volunteer Coordinator, Development Coordinator

Description: Do you have a knack for writing short, catchy articles on various topics? Have you always wanted to try your hand at journalism and think you could be good at it? Let your inner journalist come out to play! We are looking for volunteers to write short personal interest articles (500 words or less on average) to be posted on the ReStore website or used in the Habitat for Humanity Orlando newsletter. From "how to" articles on ReStore relevant topics (how to tile your kitchen counter, how to decorate on a budget, how to choose the right lighting for a room, how to refinish a chair, etc.) to stories about happenings at the ReStore (you might write about one of our annual events, or a particularly interesting donation we have received, or do a profile on one of our regular volunteers or shoppers). Content will be updated throughout the week, and some story ideas will be suggested by ReStore staff, but we also hope that volunteers will feel empowered to suggest their own story ideas. You can write content from the comfort of your own home, with the occasional need to come into the store to gather information. We hope that fresh website content will encourage more shopping at the ReStore, which translates directly into more Habitat homes built in partnership with low-income families each year!

Requirements:

- Self-sufficient, requiring little supervision after initial training period
- Knowledge of and commitment to the philosophy of Habitat for Humanity
- Cooperative attitude
- Willing and able to electronically submit stories to ReStore staff according to pre-determined deadlines
- Ability to work closely with ReStore staff and volunteers
- Comfortable with basic online research
- Willing to come into the ReStore on occasion to gather information

Your Benefits:

- Opportunity to meet people with similar interests
- Opportunity to gain further experience in writing website content
- Chance to use your skills for a good cause
- Regular volunteers can enjoy a discount on ReStore merchandise

Internet Sales Associate

When: Year-round, Tuesday through Saturday. The opportunity to join the project will be available on a rolling basis, beginning May 2009. 4 volunteers are needed at a time.

Minimum time commitment: 2-3 hours per week for a minimum of 3 months

Worksite: ReStore 2105 N. Orange Blossom Trail Orlando FL 32804.

Supervisor: ReStore manager, Cashier

Description: The ReStore is looking for internet assistants to join our team of volunteers in our new E-Commerce Division! Volunteers will be responsible for writing brief and accurate descriptions of items (which will largely consist of books and collectibles), photographing the items with a digital camera, and then posting the text and photographs on eBay, Craig's List, Amazon.com, and other internet sales websites. Some internet research may be required in order to create the most accurate descriptions of certain items. Descriptions will vary in length, but in most cases will not exceed 1-2 paragraphs. Great opportunity for anyone with at least moderate writing skills and basic computer and internet skills, who is interested in online commerce, social entrepreneurship, and nonprofit work.

Requirements:

- Self-sufficient, requiring little supervision after initial training period
- Knowledge of and commitment to the philosophy of Habitat for Humanity
- Cooperative attitude
- Ability to work closely with ReStore staff and volunteers
- Ability to write appropriate descriptions for various items, including books and collectibles
- Comfortable with online research
- Comfortable uploading/posting information on websites (with instruction, both from E-Commerce Specialist and training guides)
- Comfortable with using a digital camera (taking photographs, uploading photos to computer and websites)
- A willingness to train other volunteers if you are no longer able to volunteer

Your Benefits:

- Opportunity to meet people with similar interests
- Opportunity to gain further experience in online commerce
- Chance to use your skills for a good cause
- Regular volunteers can enjoy a discount on ReStore merchandise

Recycling Assistant

When: Year-round, Tuesday-Saturday. Make your own schedule

Minimum time commitment: 3-4 hours per week

Work site: ReStore 2105 N. Orange Blossom Trail Orlando FL 32804.

Supervisor: Store Manager & Assistant Manager

Description: Perfect for people who are handy, enjoy taking things apart, and want to help Habitat! The ReStore has a metal recycling project in order to maximize the proceeds from donated items in order to help Habitat build more homes. We receive many generous donations of appliances, but unfortunately not all are in appropriate condition to be resold. Through the metal recycling program, we hope to be able to salvage as many of the metal components as possible before discarding items that cannot be sold. The project will also help the ReStore to minimize the amount of waste sent to landfills annually. The metal recycling project assistant will be responsible for removing metal components (faucets, disposals, and drains from sinks and tubs, copper wire, ceiling fan and washing machine motors, etc.) and sorting them into recycling containers according to type of metal. Training will be provided. The assistant will also assist with advertising and marketing of the program. The ReStore is also starting a "Can's for Homes" program at the Store to help fund the construction of Habitat for Humanity homes.

Requirements:

- Knowledge of and commitment to the philosophy of Habitat for Humanity
- Self-sufficient, requiring little supervision after initial training period
- Cooperative attitude
- Ability to work closely with ReStore staff and volunteers
- Basic familiarity with tools
- Note: Orientation to the metal recycling facility, with its available tools and other supplies, will be provided by either a staff member or volunteer
- Not Currently scraping with another organization or on your own

Your Benefits:

- Opportunity to meet people with similar interests
- Chance to use your skills for a good cause
- Regular volunteers can enjoy a discount on ReStore merchandise

Retail Staff Assistant

When: Year-round, Tuesday through Saturday

Minimum time commitment: minimum of two 4-hour shifts per month

Worksite: ReStore 2105 N. Orange Blossom Trail Orlando Fl 32804.

Supervisor: Store Manager, Assistant Store Manager

Description: Join our dynamic, energetic team to help keep the ReStore running smoothly! Work with the managers, staff, and other volunteers to manage one or more sections of the store, keep donations moving through our stock room, get donated items priced and ready to hit the floor, keep store sections stocked and tidy, or assist with customer service by serving as a resource to shoppers on the sales floor.

Requirements:

- Knowledge of and commitment to the philosophy of Habitat for Humanity
- Cooperative attitude
- Ability to work closely with ReStore staff, volunteers, and customers

Your Benefits:

- Gain the satisfaction of providing a valuable community service
- Meet new people with similar interests
- Obtain retail and nonprofit work experience
- Regular volunteers can enjoy a discount on ReStore merchandise

Donations Dock Coordinator Volunteer

When: Year-round, Saturdays

Work site: Habitat for Humanity ReStore 2105 N. Orange Blossom Trail Orlando Fl 32804.

Supervisor: ReStore Assistant Manager

Description: The position will include accepting donations directly from drop off donors with an emphasis on what we accept and do not accept to maintain a high level of sellable goods. Volunteers in this position would be responsible for maintaining a good relationship with both frequent and first-time donors. The position will allow the volunteer to work alongside staff, Habitat homeowners-in-process, and volunteers, all while working directly with donors. Staff will assist the volunteer in learning what comprises a "good" donation, and ample training will be provided.

Requirements:

- Knowledge of and commitment to the philosophy of Habitat for Humanity
- Open, cooperative attitude for working directly with donors
- Ability to work closely with ReStore staff, donors, and customers
- Willingness to learn

Your benefits:

- Gain the satisfaction of serving a good cause
- Meet new people with similar interests
- Learn the ins and outs of a nonprofit organization

Special Events Volunteer

When: Year-round, volunteers will be contacted when events are scheduled

Minimum time commitment: 4 hours per event (you don't have to commit to every event in order to be on the list)

Worksite: Habitat ReStore 2105 N. Orange Blossom Trail Orlando Fl 32804, Orange County Convention Center, area hotels, TBA

Supervisor: Store Managers, Volunteer Coordinator

Description: Proved staffing and organizational help during special events. Examples include annual sale events and annual trade shows, and Southern Women's Show.

Requirements:

- Knowledge of and commitment to the philosophy of Habitat for Humanity
- Cooperative attitude
- Ability to work closely with ReStore staff, volunteers, and customers
- Willingness to work outdoors when necessary
- Transportation to and from the events
- Ability to stand for long periods and to lift 25 lbs

Your benefits:

- Gain the satisfaction of providing a valuable community service
- Meet new people with similar interests
- Obtain retail and nonprofit work experience

Book Lover/Book Section Assistant (Position Currently Full)

When: Year-round, Tuesday through Saturday

Minimum time commitment: at least one 3-4 hour shift per week; you will be asked to select a time slot that is not already covered by a current book volunteer.

Work site: ReStore 2105 N. Orange Blossom Trail Orlando Fl 32804.

Supervisor: ReStore Manager

Description: The book section is expanding, book donations are increasing, and we're looking for more team players to keep things under control! Our team of book volunteers sorts through every book we receive, separating the bestsellers from the outdated encyclopedias! They also move books from the back room out to the shelves, and maintain the book section, making sure that things are in the right place and the area looks its best.

Requirements:

- Knowledge of and commitment to the philosophy of Habitat for Humanity
- Cooperative attitude
- Ability to work closely with ReStore staff, volunteers, and customers
- Willingness to learn and follow the book sorting, pricing, and shelving system

Your benefits:

- Gain the satisfaction of serving a good cause
- Meet new people with similar interests
- Obtain retail and nonprofit work experience
- Regular volunteers can enjoy a discount on ReStore merchandise (books included!)