



Habitat for Humanity[®] of San Antonio & Guadalupe Valley

JOB DESCRIPTION

Job Title: Volunteer Assistant
Position Status: Limited Part-Time, Non-Exempt Position (Paid Hourly).
Supervisor: Executive Director
Work Shift: Saturdays - Scheduled to work as needed as work demands

Qualifications:

- Ability to handle multiple tasks simultaneously and work under pressure.
 - Ability to set priorities based on long and short-term goals and meet deadlines.
 - Bilingual in English and Spanish with good oral and written communication skills preferred.
 - Good people and teamwork skills.
 - Must pass an initial and periodic background checks and have and maintain a Texas driver's license, auto liability insurance, and a good driving record.
 - Ability to regularly work on Saturdays.
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Physical Abilities Required:

- Requires the ability to sit at a desk for long periods of time along with the ability to stand, walk, squat, climb stairs and ladders, be on your feet for extended periods of time and independently traverse construction sites.
 - The ability to lift, carry, push or pull, load and unload medium weights up to 35 lbs.
 - The use of hands for simple grasping and fine manipulations with good manual dexterity.
 - Listening to and understanding information and ideas presented through spoken words and sentences.
 - Must be able to read and understand information and ideas presented in writing.
 - The ability to clearly enunciate words and orally communicate. Must be able to project voice when speaking in public.
 - Requires accurate mathematical calculation abilities (add, subtract, multiply, & divide).
 - Requires the ability to drive a motor vehicle for business errands during the work day.
 - Requires the ability to function effectively in a fully tobacco-free and vape-free environment without taking tobacco or vape breaks during work time.
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Essential Duties:

- Support HFHSA/GV ideals and mission through support of the management team's goals, objectives, and decisions. Communicate them to others in a positive manner.
- Ensure strict adherence to HFHSA/GV policies, procedures, and internal controls.
- Keep the Program Coordinator and Executive Director apprised of all significant issues.
- Assist Volunteer Services on site during construction activities, including, but not limited to registration, safety briefings, administering site surveys, administering first aid, maintaining ice water coolers and cups at each house, etc.
- Assist with setting up and hosting the hospitality table/tent on worksite.

- Monitor Sweat Equity Activities at construction site.
- Perform other duties as assigned.

EOE. Interested candidates should submit a resume to: jobs@HabitatSA.org with “Volunteer Assistant” in the subject line.