



## REVIVE CENTRE MANAGER TRAINEE - JOB POSTING

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**Purpose:** To carry out the stated purpose, *"To use our knowledge, skills, community relationships, volunteers and other resources to create and promote safe and affordable home ownership options with the aim of alleviating the cycle of poverty within our community of Habitat for Humanity Halton"*.

**Location:** ReVive Centre – 4500 Dixie Rd, Mississauga, ON

**Job Type:** 10-month contract, 35 hours/wk

**Salary:** \$20/hr

**Must be able to meet the grant requirement:** Complete registration form for Miziwe Biik Aboriginal Employment & Training.

**As part of an exciting new initiative for Habitat, the ReVive Centre Manager Trainee will be responsible for:**

- Assist in running and leading the day to day operations of the ReVive centre
- Support the ReVive Centre infrastructure, help with running daily events, help achieve long term goals
- Helping to lead and facilitate DIY programs in our workshop
- Ensuring participants (corporate teams, volunteers, etc.) have a positive, safe and memorable experience
- Assisting in the execution of the annual plan, developed in collaboration with the Director of New Business Development & ReVive Centre Manager
- Helping to achieve financial targets set out; required to generate incremental revenue to build homes for Habitat for Humanity Halton-Mississauga

### **Qualifications and Skills:**

- Outgoing, excited, fun, people-oriented type
- Interest / knowledge of hand tools and carpentry skills an asset
- High interest in DIY
- Solution oriented
- Extremely organized
- Communicative, strong multi-tasking and project management abilities
- Operational experience an asset
- Creative & artistic vision/interest
- Excellent verbal and written communication skills
- Ability to effectively collaborate with HFH Halton-Mississauga staff members, volunteers, members of the community, and others as required
- Strong independent work skills, ability to take initiative, resourceful, autonomous self-starter
- Ability to assist in leading groups (10 - 20 people)
- Post Secondary Education
- Access to a vehicle & valid G2 or G driver's license is an asset

**Submission & Screening Process:** Complete a Miziwe Biik client registration form & submit your resume along with a small cover letter identifying why you are interested in this role. Submit applications by Friday May 18<sup>th</sup>, 2018 and E-mail resume and cover letter to:

**[bfeldmann@habitathm.ca](mailto:bfeldmann@habitathm.ca)**

Thank you for your interest in working with Habitat for Humanity Halton-Mississauga!

# ReVive Centre Manager Trainee

LW2 role description:

Habitat for Humanity Halton-Mississauga

<b>Name:</b>	
<b>Department:</b>	Resource Development (RD)
<b>Manager's Title:</b>	ReVive Centre Manager
<b>Date (mm/dd/yy):</b>	

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## Purpose of the role (broad description of why the role exists)

This role will be responsible for assisting with the development of plans to maximize ReStore donations. The role is specifically involved with providing supportive administrative, planning, and creative assistance to the ReVive Centre Manager, Site Supervisor & ReVive Centre annual objectives. This will be achieved through development, innovation and creativity in the woodworking or DIY areas in the workshop, and development of associated fundraising programs. The ReVive Centre Manager Trainee will assist in overseeing corporate events, ensuring smooth execution of Build Factory and DIY experiences, ensuring donors have a positive experience, and working with volunteers. This position will include providing supportive research and ideating about potential projects. Assistance will be provided with regards to the execution of plans, plan development, operations, and execution of ReVive centre experiences.

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## Included:

- Support the strategic planning process of 2017 key initiatives
- Assist with execution of the strategic launch plan for the ReVive Centre by working with the ReVive Centre Manager, Site Supervisor, and Director of New Business Development
- Assist with execution of programs
- Research consumer insights and trends
- Ability to recommend strategies / ideas grounded in insights and evidence
- Ensure Habitat brand standards are followed and adhered to in all communications
- Collaborate and work closely with other divisions when required
- Develop and manage reporting and tracking as an ongoing process
- Ensure compliance with health & safety standards, be a spokesperson for health & safety in the ReVive Centre workshop
- Willingness to work with small tools & receive training on other woodworking tools
- Other duties as assigned by the ReVive Centre Manager

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## Excluded:

- Human Resources
  - Finance
  - Family Services
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# ReVive Centre Manager Trainee

LW2 role description:

Habitat for Humanity Halton-Mississauga

## Generic accountabilities—all employees (As an employee, I am accountable for the following)

- Always doing my best.
- Supporting company values and goals.
- Working cooperatively with others.
- Carrying out assigned work.
- Informing my manager if progress on tasks is better or worse than expected.
- When in doubt, asking my manager to clarify expectations.

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## Specific role accountabilities (These are a breakdown of the purpose of the role into key elements. They should be in enough detail to provide clarity on what the individual will be called to account for on the role. Accountabilities are not time-bound, or as detailed as goals, objectives or task lists.)

- Assist in strategic planning and management of the Revive Centre
- Support to Site Supervisor/ReVive Manager to execute & manage day to day operations and success of the centre & its future growth
- Support Site Supervisor and ReVive Manager from a hands on [with tools etc] and admin and organizational perspective, as they lead teams/individuals on tool use, DIY projects and other programs as required.
- Help to build and sustain an effective team of volunteers capable of producing required outputs
- Supervise, coach, and create effective training standards and procedures for Revive Centre
- Understand equipment, tools, PPE, and other Health & Safety needs, as well as implement ongoing monitoring of safety standards within the Revive Centre
- Lead and collaborate with volunteers, build and maintain relationships, foster and support strategic partnerships
- Assist with execution and supervision of the Build Factory and DIY upcycling corporate days to ensure efficiently and align with plans
- Ensure volunteers and partners have proper training requirements as recommended based on tool and equipment use for current project needs
- Comply with laws, regulations, and organizational policies

### Physical Demands:

- Ability to bend, squat, climb stairs and lift frequently
- Ability to lift up to 50 pounds occasionally

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### So that...

- HFHHM will be able to attain strategic goals set for the short, medium, and long-term.

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### In a way that...

- Increases our capacity to assist additional families in the community.
- Creates positive brand recognition and continual expansion of Habitat for Humanity's vision, mission.