



REVIVE KIDS BUILD COORDINATOR TRAINEE - JOB POSTING

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: 3-month contract, 35 hours/wk

Salary: \$17/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 Kids Build Coordinator Trainee will be responsible for:

- Work with the ReVive Centre Manager & Site Supervisor to support Kids Build programs within the ReVive Centre
- Ensure day-to-day requirements of Kids Build programs are met along with necessary materials, tools, and equipment
- Work with the ReVive Centre Manager to ensure that Kids Build program objectives are being met and that planning and timelines are being followed
- Ensure participants of ReVive programs have a positive, safe and memorable experience
- Assist with marketing initiatives of the Kids Build program
- Support relevant health & safety requirements and help to ensure use of safety equipment in the ReVive Centre

Qualifications and Skills:

- Outgoing, excited, fun, people-oriented type
- Interest / knowledge of hand tools and carpentry skills, and DIY an asset
- Solution oriented, energetic, organized, and creative
- Communicative, strong multi-tasking abilities. Works well as part of a team or by their self
- 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 – complete or in progress

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 18th, 2018 and E-mail resume and cover letter to:

bfeldmann@habitathm.ca

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

Name:

ReVive Kids Build Coordinator Trainee

LW1 role description:

Habitat for Humanity Halton-Mississauga

Department:	Resource Development (RD)
Reports To:	ReVive Centre Manager
Date (mm/dd/yy):	

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

This role will be responsible for working with the ReVive Centre Manager & Site Supervisor to support Kids Build Programs within the ReVive Centre and ensuring its day-to-day requirements are managed and executed. While they will have the opportunity to work with both, the focus will be primarily with the ReVive Manager; who is responsible for the day to day operations of the ReVive centre and responsible for the Kids Build Programs. The ReVive Kids Build Coordinator Trainee is responsible for helping ensure operational excellence, volunteer engagement, customer satisfaction, and identifying opportunities to grow brand awareness and top line sales within the ReVive Centre.

Included:

- Provide supervision and direction to volunteers in the ReVive Centre
- Volunteer & kids build day management and engagement
- Inventory management as necessary to ensure kids build days have adequate supplies, materials, tools, etc.
- Responsible for helping to support ReVive Centre key initiatives
- Responsible for working with the ReVive Center Manager & Site Supervisor to ensure planning & development of programs run according to operational plans
- Assist with execution of programs
- Responsible for helping to maintain orderliness and cleanliness of the ReVive Centre
- Ability to recommend strategies / ideas grounded in insights and evidence
- Ensure Habitat brand standards are followed and adhered to in all communications
- Ensure compliance with health & safety standards, be a spokesperson for health & safety in the ReVive Centre workshop
- Other duties as assigned by the ReVive Centre Manager

Excluded:

- Procurement
 - Finance
 - Salvage Operations
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ReVive Kids Build Coordinator Trainee

LW1 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.
- Support the affiliate's 5 year strategic and annual operating plan
- 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.

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 Kids Build program
- Support to Site Supervisor/ReVive Manager to help with planning, coordination and execution of Kids Build days
- Support Site Supervisor and ReVive Manager from a hands on [with tools etc] and admin perspective in regards to setting up and running Kids Build days.
- Understand equipment, tools, PPE, and other Health & Safety needs, as well as assist with 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 Kids Build days, and provide assistance to other corporate days to ensure efficiency and align with plans
- Small tool use required at times
- Research and provide recommendations on how to effectively run and ensure quality programming for Kids Build days.
- 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

So that...

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

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.