



Help Wanted

Serving the N.J. communities of Cranbury, E. Windsor, Hightstown, Plainsboro, Robbinsville and W. Windsor

June 2010

Finance

Bookkeeper: works with treasurer to maintain checking account, both to receive and distribute funds; (10-15 hours / month).

Finance team member: works with treasurer to establish and track affiliate budget, with building committee to establish house budget, and with event planners for event budgets; works with accountant to file tax returns and other activities as needed; (4-6 hours / month).

Building

Professional Mentors: looking for those with experience in the building trades to instruct volunteers in the following areas: framing, drywall, taping, siding, tiling, flooring, etc. (1 weekend day, every 4-8 weeks).

Building Crew Leader: supervise and direct all volunteers on site for the day scheduled; requires detailed experience and the ability to instruct others in at least one aspect of the build process; (1 weekend day, every 4-8 weeks).

Site Selection team member: helps identify land on which to build future houses; liaises with local government officials, real estate agents and land owners; makes recommendations to the board on land acquisition targets; real estate experience helpful; (5-10 hours / month).

Outreach

Greeter: greet arriving volunteers on build day; ensure all volunteer paperwork is filled out; give short welcome speech as an introduction of Habitat to volunteers; make morning coffee; help crew leader with

other set-up tasks; (1 weekend morning, every 4-8 weeks).

Volunteer Orientation Member: after working with a board member to be trained, runs monthly meetings of new volunteers, providing them with a background on the organization and what they can do to get involved; (1 evening month).

Faith Relations liaison: establishes and nurtures relations between the affiliate and the outreach representative from one or more local churches or synagogues, encouraging their communities to get involved in Habitat through volunteering, events or financial contributions; (5-10 hours / month).

Blogger: writes blog posts on the progress of the build project after stopping by the work site on weekend build days and/or communicating with the building committee; (2-3 hours / week).

Event Planner: work with team on planning for fund raising and volunteer outreach events; consult with finance team member to create event budget; (10-15 hours / month).

Youth

Youth United Leader: The leader of the youth program should be comfortable working with middle school, high school and college students. Ideally this person will have experience as a teacher or youth leader. Youth United is a program for young people ages 5-25 and is focused at getting them involved with community outreach, fund raising and helping on the construction of Habitat houses. Activities are age appropriate. Volunteer should be comfortable working with children and youth in a leadership role.

To volunteer for any of these positions, please send an email explaining your area of interest to: info@habitatmba.org.