



## **Position: ReStore – Volunteer Driver Assistant**

### **About The Organization**

Habitat for Humanity is a 38 year old association present in most provinces across Canada. The goal of Habitat for Humanity is to provide access to safe, decent and affordable homeownership to families in need. Across Canada and abroad, over 3 million people have benefited from this program. An integral way in which Habitat can achieve this goal is through the ReStore Program. A Canadian initiative, ReStore is celebrating its 24th year in Canada. Currently there are over 80 ReStores across Canada.

ReStore Mississauga, which opened in March 2012, is a retail store that accepts donations and resells quality new and used building and home renovation materials and home décor items. The ReStore funds generated, support Habitat for Humanity Mississauga to build more homes in our community. ReStores divert more than 20,000 tons of waste from landfills every year.

### **Primary Function**

Assist the Volunteer Driver. Shares in the responsibility for the efficient pickup of donated materials to the ReStore and deliveries of sold items to customer homes. This support allows HFH Mississauga to raise funds to cover the affiliate's operational costs and build homes in the Mississauga community.

### **Reports to**

ReStore Assistant Manager

### **Time Commitment**

Minimum 1 shift of four hours per week (Minimum 6 month commitment)

Hours of Operation:

Tuesday to Friday 9am – 7pm

Saturday 9am – 5pm

Sunday 12pm – 5pm

### **Location**

Mississauga ReStore: 1705 Argentia Road, Unit 10 – 12, Mississauga, L5M 3A9

## **Position Duties**

- Assist with loading and unloading of merchandise from donor locations to ReStore receiving dock
- Assist with moving merchandise onto the sales floor
- Assist with training of new Volunteer Driver Assistants when required
- Ability to lift heavy items (minimum 50 lbs) in all weather conditions
- Determining the acceptability of donated product, based on ReStore Mississauga's guidelines.
- Responding to donor inquiries about Habitat for Humanity Mississauga's and the ReStore's Mission.
- Resolve and report issues and concerns as they arise
- Other duties as required

## **Required Qualifications and Skills**

- Understanding of the Habitat for Humanity philosophy and the desire to promote it
- Provide a copy of a clear police reference check
- Ability to work with a team or independently
- Excellent verbal and written communication skills and ability to effectively communicate with customers, donors and HFH Mississauga staff members and volunteers
- Friendly and reliable
- Access to email is an asset
- Ability to lift and unload heavy items (minimum 50 lbs)

## **Orientation and Training**

Attend Affiliate Information Session as well as General ReStore Orientation

## **Working Conditions**

All Warehouse Volunteers must wear CSA footwear. These shoes can either be provided at time of your shift or you can bring your own.

## **Screening Process**

Interview

## **Position Benefits**

- Use professional skills in a volunteer capacity
- Develop teamwork and communication skills
- Satisfaction of contributing to HFH Mississauga's mission
- Interact and network with other professionals in the community
- 20% off ReStore purchases after completing 50 volunteer hours. Must be actively volunteering within last 60 days
- Training development
- Letter of Reference

**For more information or to apply for the position please contact:**

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