



2012 Summer Internship Program

Habitat for Humanity was founded in 1976 with a mission of eliminating poverty housing and homelessness worldwide. To date, Habitat International has built over 400,000 homes and served well over 2 million people. Located in Buena Vista, Chaffee County Habitat for Humanity was established in 2001, and has built 9 new homes and served 12 families.

CCHFH interns will gain hands-on experience in the areas of construction management, volunteer coordination, community outreach and leadership. These positions are unpaid, however housing is provided. This is a great opportunity to experience the best of what Colorado has to offer while changing one family's life forever.

Position Title:

On-Site Volunteer Host

Overall Nature and Scope of Position:

The student intern will be a member of the CCHFH staff and will work directly with the Construction Site Supervisor and Volunteer Coordinator. They will oversee the volunteer groups at the build site daily, and be a point of contact at the build site each work day. He or she will also ensure that the volunteer's needs are met and that they have access to the services they need. He or she will also act as a representative for CCHFH to donors, volunteers, and the community.

Specific Duties and Responsibilities:

- A. Be on-site before the volunteers arrive to set up coffee and water stations.
- B. Greet and welcome volunteers upon their arrival to the site, ensure proper paperwork and waivers are signed. Share necessary information about donors and home recipients.
- C. Work with the Site Supervisor to ensure the safety of volunteers, and that CCHFH's safety policies are observed at all times, through training as to the proper use of equipment.
- D. Be acquainted with the location of on-site tools, equipment, and safety supplies and maintain an inventory of building supplies in trailer.
- E. Continually check in with volunteers to make sure they are comfortable with their task.
- F. Greet volunteers delivering snacks and lunches, and set up break and lunch stations for the volunteers, both on and off-site.
- G. Be environmentally conscious of cleaning up build site and the recycling of all materials.
- H. Understand and support the mission and vision of CCHFH.

Supervision and Work Relationships:

The student intern works with all CCHFH staff members including the Executive Director and Program Coordinator. He or she will also work with all unpaid staff and volunteers and develop a close working relationship with the Construction Site Supervisor and the Family Services Chairperson. The position has extensive contact with the public and all volunteers travelling to Chaffee County to work on building projects.

Requirements:

- A. Excellent organizational and communication skills.
- B. Exceptional telephone skills.
- C. Interpersonal skills, both internally and externally, with individuals and large groups.
- D. Experience with public speaking.
- E. Successfully completes a background investigation to perform duties as required.
- F. Available May through September and on Saturdays.

Application Process**Applications to Include:**

- 1. Cover Letter.
- 2. Current resume which includes educational and work experience with dates.
- 3. Essay (minimum of 1,000 words) *What skills would you like this internship to help you to attain and/or improve upon? How will this work experience help you to achieve future work related goals?*
- 4. Official college transcripts.
- 5. Three letters of recommendation. Letters should be mailed directly to the attention of the Program Coordinator.

Application Deadline: Rolling admissions, with applications reviewed upon receipt. Positions to be filled by April 1st.

For questions or for more information, please contact:

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