



## **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:**

Community Outreach Coordinator

### **Overall Nature and Scope of Position:**

The student intern will be a member of the CCHFH staff and will work directly with the Family Services Chairperson, Program Coordinator and on-site Volunteer Host. He or she will oversee volunteer groups travelling to Chaffee County to work on the construction site, and will serve as the primary contact for the volunteer groups. He or she is responsible for obtaining donations of food from private individuals or businesses for volunteers on the construction site, and will also act as a representative for CCHFH to donors, volunteers, and the community.

### **Specific Duties and Responsibilities:**

- A. Ensure the proper paperwork and waivers are filled out by all CCHFH volunteers.
- B. Maintain and update volunteer database for all new volunteers and volunteer hours.
- C. Main point of contact for all volunteers travelling to Chaffee County.
- D. Greet volunteers upon their arrival and answer any questions they may have.
- E. Develop recognition documents and means of appreciation and ensure thank you letters are mailed in a timely manner both to travelling groups and to local volunteers.
- F. Work with CCHFH staff, local individuals, churches and businesses to obtain snacks for weekday builds, and lunches for Saturday builds and maintain weekly schedule.
- G. Maintain supplies such as cups, plates, napkins, etc. for meals provided at build site.

- H. Attend Family Services committee meetings.
- I. 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 Family Services Chairperson and On-Site Volunteer Host. The position has extensive contact with the public and all volunteers travelling to Chaffee County to work on building projects.

### **Requirements:**

- A. Knowledge of local housing accommodations and recreational activities.
- B. Excellent organizational and communication skills.
- C. Exceptional telephone skills.
- D. Basic computer skills.
- E. Interpersonal skills, both internally and externally, with individuals and large groups.
- F. Experience with public speaking.
- G. Successfully completes a background investigation to perform duties as required.
- H. Available May through September.

### **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 1<sup>st</sup>.

For questions or for more information, please contact:

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