



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:

Interim ReStore Manager

Overall Nature and Scope of Position:

The student intern will be a member of the CCHFH staff and will work directly for the ReStore Director. He or she will oversee daily operations of the Buena Vista ReStore and its volunteer staff. He or she will serve as the primary contact for the ReStore and act as a representative for CCHFH to donors, volunteers, and the community.

Specific Duties and Responsibilities:

- A. Increase donations, sales and profits of the ReStore to further the mission of CCHFH.
- B. Demonstrate and train volunteers in outstanding service with safety in mind to customers, donors, volunteers and others.
- C. Ensure the ReStore is adequately staffed and operated by volunteers with knowledge, skills abilities and leadership to accomplish assigned tasks.
- D. Participate in improving and implementing Public Relations, Marketing, and Business Plans.
- E. Establish an efficient computerized system for ReStore daily sales.
- F. Design a computerized system for sending out email blasts to ReStore donors.
- G. Provide accurate accounting records of revenues and expenses as required or requested.
- H. Evaluate inventory and improve plans for increased sales through improved merchandising of the inventory.
- I. Provide reports of designated activities including but not limited to: sales, expenses, inventory and outreach activities.

- J. Understand and support the mission and vision of CCHFH.

Supervision and Work Relationships:

The student intern works for the ReStore Director and with all CCHFH staff members including the Executive Director and Program Coordinator. He or she will also work with all unpaid staff and volunteers. The position has extensive contact with the public and all volunteers who donate time and materials to the CCHFH ReStore.

Requirements:

- A. Excellent organizational and communication skills.
- B. Possess leadership skills and high standards of accountability.
- C. Management and/or sales experience.
- D. Interpersonal skills, both internally and externally, with individuals and large groups.
- E. Basic computer and accounting skills, including spreadsheets and presentations.
- F. Ability to meet monthly goals and income objectives.
- G. Demonstrated ability in training, managing, leading and developing volunteers in a consistent, positive and safety-conscious manner.
- H. Ability to lift up to 25 pounds. Position includes bending, kneeling, and reaching.
- I. Has a valid driver's license.
- J. Successfully completes a background investigation to perform duties as required.
- K. 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 1st.

For questions or for more information, please contact:

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