



Part-Time Operation Playhouse Specialist

\$13 Per Hour through November

Hours: 10 Per Week (Monday – Saturday, Days TBD)

Reports to: VP of Philanthropy

Goals

With an increasing need to accommodate local veteran and military families, further organizational support is required to support Operation Playhouse, a program that builds playhouses for the children of Veterans:

<https://www.habitatmwgw.org/programs/operation-playhouse/>

Responsibilities of the Position

- Assist with Operation Playhouse coordination – inventorying supplies, helping to load a truck, keep storage area organized, help on-site with Operation Playhouse builds.
- Help lead sponsoring teams with their Operation Playhouse build events.
- Help with materials management on-site and at the affiliate warehouse and storage trailers. Pick up and organize materials needed for projects.
- Participate in regular planning and debriefing meetings as needed.

Required Meetings, Trainings and Events

- Attend Operation Playhouse events as schedule allows.
- Must participate in training as a playhouse captain for our Operation Playhouse events.

Education/Experience/Knowledge/Skills Desired for this Position

- Valid Driver's License, ability to meet host site's insurance requirements
- Previous light experience in construction preferred; specific training provided
- Experience with power tools preferred
- Experience working with volunteers or teaching/group facilitation experience desirable
- Ability to work with a diverse group of people and as a member of a team
- Willingness to promote the mission and activities of Habitat for Humanity MetroWest/Greater Worcester

Physical Requirements

- Ability to lift heavy materials
- Ability to be on one's feet for extended periods of time

Personal vehicle required

- Some travel is required for this position, so utilization of personal vehicle to get to meetings, storage space, and Operation Playhouse events is necessary.

To apply, please forward your resume and cover letter to Deborah.Huegel@habitatmwgw.org.