Part-Time Operation Playhouse Specialist
Up to 30 per week (Days TBD)
Approximately March 15th – October 15th
Reports to: VP of Philanthropy

Please forward resume to Deborah.Huegel@habitatmwgw.org.

Part-Time Operation Playhouse Specialist

Position Summary

Our Operation Playhouse program builds playhouses for the children of veterans. With increasing need to accommodate the program, we seek a part-time Operation Playhouse Specialist who will coordinate the veteran/military family and sponsor side of the program. The position offers flexible hours. Learn more at: https://www.habitatmwgw.org/programs/operation-playhouse/

Responsibilities

• Keep in touch with our sponsors and provide relevant information about their Operation Playhouse build date.
• Select veteran families from a lengthy waiting list to confirm a specific playhouse event.
• Create/design or edit supporting materials including but not limited to playhouse certificate, speaking script, family profile, and theme sheet, among others.
• Collect necessary paperwork from veteran/military family and sponsors.
• Ensure all question are answered and details sorted out with both veteran/military families and sponsors prior to the event.
• Obtain the proper logo and any sponsor media preferences from the Operation Playhouse sponsors.
• If this is an outdoor build with rain date, communicate the rain plan with the sponsor and the veteran or military family and keep an eye on the weather about a week before.
• Create and edit necessary outlook folders, shared drive folders, Excel spreadsheets, and calendar entries for each playhouse event.
• Print event materials and prepare the Operation Playhouse event bucket for the field supervisor
• Create an event day document for the field supervisor with sponsor and family contact information
• Participate in regular planning and debriefing meetings as needed (both remotely and in person).
• Provide assistance to Habitat for Humanity MWGW staff in organizing and implementing the Operation Playhouse program where needed.

Required Meetings, Trainings and Events

• Optional – Attend training as a Playhouse Captain. Captains provide Playhouse build day assistance to sponsored teams of volunteers. Attendance may be required should the Specialist be needed to assist on-site at the larger Build-A-Thon Operation Playhouse events where multiple playhouses are built in one location.
• Meetings remote or in-person as needed with VP of Philanthropy
Education/Experience/Knowledge/Skills

- Comfortable with Microsoft Word, Outlook, Excel and Publisher
- Extremely detail oriented
- Ability to work well as a member of a team
- Knowledge of, and willingness to promote, the mission and activities of Habitat for Humanity MetroWest/Greater Worcester.
- Excellent written and verbal communication skills

All are welcome to apply. Habitat for Humanity MetroWest/Greater Worcester is an Equal Opportunity Employer. Accordingly, we provide equal opportunity to all employees and applicants without regard to race, color, religion, gender, sexual orientation, age, physical or mental disability, national origin, veteran status, military status, marital status, ancestry, genetic information, and all other categories protected by federal, state, and local laws.

Our mission is to build homes, communities and hope for local families and veterans.