



**Habitat  
for Humanity®**

MetroWest/Greater Worcester

**Part-Time/Seasonal Operation Playhouse Coordinator**  
**Up to 30 per week (Days TBD) March - October**  
**Reports to: VP of Philanthropy**

Please forward resume to [Deborah.Huegel@habitatmwgw.org](mailto:Deborah.Huegel@habitatmwgw.org).

### **Part-Time/Seasonal Operation Playhouse Coordinator**

#### **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 Coordinator from March – October who will coordinate the veteran/military family and sponsor side of the program.

The position offers flexible hours. Learn more about Operation Playhouse 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.
- Process Veteran family applications received through our website.
- 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 questions 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.
- 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.
- Participate in regular planning and debriefing meetings as needed (both remotely and in person).
- Provide assistance to staff in organizing and implementing the Operation Playhouse program where needed.

#### **Meetings, Trainings and Events**

- **Required** – Attend training as a Playhouse Captain. Captains provide Playhouse build day assistance to sponsored teams of volunteers. Although the coordinator is not required to participate on build days, the training provides useful insight.
- Weekly meetings, or as needed, remote or in-person with Director of Development and VP of Philanthropy.

**Education/Experience/Knowledge/Skills**

- Comfortable with Microsoft Word, Outlook, and Excel. Added skills using Publisher are not required, but helpful.
- Candidate should be extremely detail oriented.
- Ability to work well as a team member.
- Excellent written and verbal communication skills.

Please refer any questions, or your resume to: [Deborah.Huegel@habitatmwgw.org](mailto:Deborah.Huegel@habitatmwgw.org).

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.