

**Volunteer Position Title:** General ReStore Internship (Unpaid)

**Department:** ReStore

**Training and resources:** Upon starting the internship, the intern will be familiarized with the policies, procedures, and goals of Habitat ReStore. They will then be familiarized with ReStore's volunteer management procedures, retail associate volunteer duties, marketing and communication techniques, guidelines for merchandising and pricing, and the donation acquisition and coordination process.

**Time commitment:** 12 hours per week in ReStore required.

**Benefits:** The volunteer will learn about Habitat for Humanity's mission of building simple decent affordable housing. S/he will: a) learn ReStore's role in attaining the affiliate's goal, b) engage in a meaningful volunteer experience, c) gain hands-on, volunteer management experience, d) learn the process of soliciting, scheduling, and accepting donations, e) develop effective non-profit marketing and communication skills, f) assist with social media, g) help with event planning and h) gain experience in all aspects of retail.

**Position requirements:** Intern must: a) have excellent written and verbal communication skills, b) have an energetic and professional attitude, c) be comfortable giving direction to others, d) commit to twelve hours on site each week, e) have a flexible schedule, f) pay close attention to detail, g) have an interest in Habitat's mission and in non-profit work, and h) have basic computer skills (Microsoft Word, Excel, Outlook).

**Job description:** The General ReStore Internship is a position that can be designed around a specific interest or aspect of ReStore. There are many facets of the entire ReStore operation, and this internship can be formatted around one, or a combination of these aspects. The internship must be outlined by the intern in writing explaining what they hope to gain from this experience, skills they will bring to the position to help ReStore, how the position ties in to the intern's ultimate goal, and why they think ReStore is the place for this internship. Please include the internship position outline in the email to the Store Manager listed below.

**To apply:** Please submit the following information via e-mail to [ReStore.Volunteer@HabitatMM.org](mailto:ReStore.Volunteer@HabitatMM.org)

resume    cover letter    three references    an email clearly stating your interest and skills

**Deadline:** Open

**For more information:** Please contact our ReStore Volunteer Coordinator at [ReStore.Volunteer@HabitatMM.org](mailto:ReStore.Volunteer@HabitatMM.org)

*All applicants will receive notification of their application status regardless of decision.*

HFHMM supports the notion that good, stable housing matters for neighborhoods. Better quality of living leads to stronger citizens and families. Habitat for Humanity is about changing lives, one home at a time.