

## **VOLUNTEER JOB DESCRIPTION – RESTORE DRIVER**

A ReStore driver volunteer provides assistance to the ReStore with material pickup and drop off from and to locations in the St. John's/Mt. Pearl area. This support allows Habitat for Habitat Newfoundland and Labrador ("HFHNL") to raise funds to cover the affiliate's operational costs and build homes across the province.

### **1 Time Commitment**

- 1.1 This position requires a minimum of 4 hours per week; hours of operation – Tuesday-Saturday 9:00am-5:00pm.
- 1.2 This position requires a minimum 6 month commitment.

### **2 Responsibilities**

- 2.1 Supervise assistant drivers and volunteers.
- 2.2 Screen products for resalability.
- 2.3 Schedule pickups as required.
- 2.4 Organize pickups by location/area.
- 2.5 Drive the ReStore vehicle to pickup donated goods.
- 2.6 Load and unload materials.
- 2.7 Communicate with receiving personnel regarding the nature of products.
- 2.8 Ensure any problems with the ReStore vehicle are reported to the ReStore manager.

### **3 Qualifications**

- 3.1 An understanding of the Habitat for Humanity philosophy and the desire to promote it.
- 3.2 Ability to work within a team.
- 3.3 Excellent verbal and written communication skills and the ability to effectively communicate with customers, donors, and HFHNL staff members and volunteers.
- 3.4 High school diploma or equivalent.

Title: **Volunteer Job Description – ReStore Driver**

Policy Type: Volunteer

Policy # **P.06.01.01**

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3.5 A clean driving abstract – accident free for 5 years or more.

3.6 Valid class 05 driver's license.

3.7 Must be at least 25 years old.

3.8 Familiar with the St. John's/Mt. Pearl area.

3.9 Must wear CSA approved boots at all times.

#### **4 Physical Requirements**

4.1 Must be able to lift up to 30-45kg.

4.2 Must be able to stand, squat, bend, and climb in/out of the bed of a truck.

#### **5 Position Benefits**

5.1 Satisfaction of contributing to HFHNL's mission.

5.2 Training development.

5.3 Letter of reference.

5.4 15% discount at the ReStore after volunteering for 40 hours.

**PASSED, APPROVED, AND ADOPTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_.**

\_\_\_\_\_  
Chairperson  
Habitat for Humanity Newfoundland and Labrador  
Board of Directors

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Witness

\_\_\_\_\_  
Director  
Habitat for Humanity Newfoundland and Labrador  
Board of Directors

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Witness