



Facility Support Specialist Volunteer

Supervisor and Department: Facilities Manager, Business Solutions

Who You Are:

You enjoy researching and creating new systems. You love challenges and finding solutions. You want to be a part of a group of like-minded people that share similar values and look for an organization that welcomes everyone to be a part of the mission. You are seeking an opportunity to be part of something larger; more impactful. If this sounds like you, please allow us to introduce ourselves.

Who we are:

Habitat for Humanity of Metro Denver (Habitat Metro Denver) is part of a global, nonprofit housing organization that seeks to put God's love into action by bringing people together to build homes, communities, and hope. Habitat for Humanity was founded on the conviction that everyone needs an affordable, healthy and stable place to live in dignity and safety, and that affordable housing should be a matter of conscience and action for all.

To achieve our vision of a world where everyone has a decent place to live, Habitat Metro Denver builds, renovates and sells homes in partnership with low- and moderate-income families. The organization also works with existing low-income homeowners in formerly red-lined Denver neighborhoods to do critical home repairs. Throughout its 42-year history, Habitat Metro Denver has served more than 2,500 households and is the 8th largest producer in the Habitat U.S. network.

How We Succeed Together:

Habitat Metro Denver's **Cultural Blueprint** highlights the specific behaviors and mindsets that support our core values and guide day-to-day decisions, behaviors, and interactions of every person within our organization.





Facility Support Specialist Volunteer

Overview:

The Facility Support Specialist will work with the Facilities Manager to establish a robust system for documenting and tracking the affiliate's facility assets, conditions, contracts, and repairs.

Major Responsibilities:

- Become a Habitat for Humanity ambassador by embracing our Cultural Blueprint
- Develop and populate a facilities maintenance management system, including photographing and barcoding assets and building systems
- Establish methods for accurately tracking and documenting facility-related information, ensuring transparency and efficiency
- Conduct research into industry best practices, local regulations, and emerging solutions to inform innovative strategies aligned with affiliate objectives
- Influence and enhance operational efficiency through the implementation of strategies and continuous improvement initiatives

Time Commitment:

5-10 hours a week

Knowledge, Skills & Abilities:

- Ability to pass background check
- Strong verbal and written skills
- Attention to detail and high level of organization
- Intermediate experience with Microsoft Office Suite, especially Word, Excel, and Teams
- Strong research skills
- Experience in facility or project management preferred.

Training:

- Habitat Volunteer Orientation

Location: Habitat Metro Denver Headquarters, 430 S Navajo St

Impact:

The Facility Support Specialist will help influence operational efficiency and support organizational goals to provide a safe, functional, welcoming space for all.

Volunteer Benefits:

- ✓ Camaraderie with a welcoming team of staff and volunteers (including BBQ's/happy hours/formal recognition events)
- ✓ Habitat swag
- ✓ 25% off select items at the 4 Metro Denver Habitat ReStores
- ✓ Develop professional skills and leadership skills
- ✓ Scholarship towards a week-long Habitat Denver Global Village Trip after one year of service