



HUMAN RESOURCES VOLUNTEER DESCRIPTION

Volunteer Description:

Pikes Peak Habitat for Humanity is a nonprofit organization that builds permanent and affordable housing for the local community. We are looking for an individual to assist with Human Resources administrative responsibilities within our organization of 30 employees.

Volunteer tasks include but are not limited to:

- Create and maintain new hire packets
- Create, update, and maintain employee files
- Update and maintain current job descriptions
- Maintain poster compliance at multiple locations
- May assist with other projects as needed

Qualifications:

- Working toward a Bachelor's Degree in Human Resources or Business
- Ability to maintain a high level of confidentiality
- Organized, able to accept direction and to work independently
- Knowledge of Microsoft Office
- Must pass a background and credit check

Commitment:

- One day a week for a four hour shift
- Commitment minimum of three to six months

If interested please contact Isaac Ring, Volunteer Manager at isaac@pikespeakhabitat.org.