



**Job Title:** Tool Time Volunteer Instructor

**Reports to:** Homeowner Services staff

**Job Overview:**

This position is a volunteer instructor for the Tool Time program presented by Habitat for Humanity of Durham Inc. The purpose of these sessions is to teach minor home maintenance to homebuyers and existing homeowners over the age of sixteen years old. They will learn new topics each month.

Habitat will provide supplies and tools required to complete the home care tasks. The projected start time for this program will be late fall for the first session and remaining sessions will be scheduled with individual instructors.

**Responsibilities & Duties:**

- Sign a contract (MOU) as the Tool Time volunteer instructor.
- Help Durham Habitat identify skills that could be taught during the program.
- Help develop a home care checklist for participants to use in their own home.
- Commit to showing up on time for class and staying the full session.
- In the event of an emergency arranging a backup instructor as soon as possible.
- Meet with appointed Habitat staff member once a month to recap sessions.
- Host and facilitate sessions one Saturday a month.

**Qualifications:**

**Experience:**

- General knowledge in maintenance topics such as: tool training, home weatherization, cleaning gutters, fixture maintenance, lawn care, dry wall repair, minor plumbing, toilet maintenance, inside paint maintenance, outside paint maintenance.

**Specific Skills:**

- Excellent communication skills.
- Ability to successfully interact with people of diverse backgrounds in diverse contexts.
- Flexibility.
- Ability to be innovative with resources as conditions may change.
- Willingness to commit to sessions.

**To apply:** Please send your resume to [Homeownerservices@durhamhabitat.org](mailto:Homeownerservices@durhamhabitat.org) with the subject line "Tool Time volunteer instructor application" and complete the link [here](#)