



# **Volunteer Information Manual**

# TABLE OF CONTENTS

Welcome.....	3
Habitat for Humanity International.....	4
Habitat for Humanity of Bay County Florida.....	4
LocationS and Hours.....	5
Volunteer Opportunities.....	6
o Construction.....	6
o ReStores.....	6
o Special Events.....	6
o Office Support.....	6
o Committees.....	6
Volunteer Policies and Procedures.....	7
o Volunteer Eligibility.....	7
o Background Checks.....	7
o Code of Conduct.....	8
o Application Process.....	10
o Reporting and Recording Hours.....	10
o Dress Code.....	10
o Safety Procedures.....	10
o Inclement Weather Policy.....	11
o Break and Lunch Periods.....	11
o Media and Photography .....	11
Harassment Policy.....	12
Appendices.....	13
o Volunteer Job Descriptions	

## Welcome Volunteer!

This manual is a tool for volunteers to better understand the volunteer processes in Bay County. Ideally, this will be a guide to volunteer participation with Habitat for Humanity of Bay County Florida (Habitat). Habitat partners with people from all walks of life to provide families in need with simple, decent, affordable housing.

The overall mission of Habitat for Humanity is to make poverty housing socially, politically, and religiously unacceptable in today's world. It is our hope that you will join us in this spirit of partnership and that your efforts with Habitat will prove enjoyable and rewarding. It is a volunteer-driven organization that relies on donated time and services to help families realize the dream of homeownership. Volunteers greatly impact every facet of our operation, volunteering in a variety of roles, including

- construction site volunteers and team leaders,
- helping in the ReStore,
- assisting the office staff,
- assisting with special events,
- serving on committees or the Board of Directors, and
- supporting fundraising efforts.

This manual will provide information about policies and practices, as they pertain to volunteers and their management. You are encouraged to familiarize yourself with the contents of this manual, as it will answer many questions concerning our organization and your relationship to the organization.

In order to retain necessary flexibility in the administration of policies and procedures, Habitat reserves the right to amend without advanced notice any of the policies, practices and/or benefits described in this manual.

## **Habitat for Humanity International**

Habitat for Humanity International (HFHI) is a nonprofit, ecumenical Christian housing ministry. HFHI's vision is a world where everyone has a decent place to live and its mission is to put God's love into action by bringing people together to build homes, communities and hope. HFHI seeks to eliminate poverty housing and to make decent shelter a matter of conscience and action. Through volunteer labor and donations of money and materials, Habitat builds and rehabilitates simple, decent houses with the help of partner families.

Founded in 1976 by Millard and Linda Fuller, it has built or repaired more than 2 million houses worldwide, providing help to more than 22 million people with safe, decent, affordable shelter. HFHI has headquarters in Americus and Atlanta, Georgia. The organization now has more than 1,500 local affiliates in the United States and operates in more than 70 countries globally.

## **Habitat for Humanity of Bay County Florida**

Established in Bay County in 1990, Habitat for Humanity of Bay County Florida (Habitat) is a not-for-profit organization that builds simple, decent, affordable housing with the help of volunteer labor, donated funds, time and materials. Habitat is governed by a local board of directors. Habitat provides a hand up, not a hand-out. Each home is sold at no profit to local families who otherwise might be forced to live in substandard housing. These families contribute "sweat equity" by helping in the construction of their own homes and the homes of other partner families alongside Habitat staff and volunteers.

Living in a new home with an affordable mortgage payment calculated at less than 30% of gross monthly income allows our partner families the resources to properly provide for themselves. The change from renter to owner transforms the mind-set of the adults who helped build their own home and establishes new, more hopeful expectations for the children who grow up in a stable environment.

Family selection committees choose homeowners based on their level of need, their willingness to become partners in the program, and their ability to take on a mortgage. Every Habitat for Humanity affiliate follows a nondiscriminatory policy of family selection, meaning neither race nor religion is a factor in choosing the families who receive Habitat houses. To help ensure partner families' success, Habitat works very closely with homeowners and provides training in household budgeting, home ownership, and home maintenance.

As of September 2019 we have built 81 Homes and continue to work toward a goal to eliminate poverty housing in Bay County, FL.

Habitat's funding comes from homeowners' mortgage payments, Habitats' Restore income, government housing assistance programs, and contributions of materials and money from individuals, companies, organizations, and houses of worship.

## Locations and Hours

### **Administrative Office**

733 Mulberry Avenue  
Panama City, FL 32401

#### *Office hours:*

Monday – Friday, 9 am – 4 pm (or by appointment)

### **ReStore**

1515 East 11<sup>th</sup> Street  
Panama City, FL 32401

#### *ReStore hours:*

Shopping: Tuesday – Friday 9 am – 5 pm  
Saturday 9 am – 4 pm

Donations Received: Monday -9 am – 3 pm  
Tuesday – Friday 9 am – 5 pm  
Saturday 9 am – 4 pm

### **Mailing Address**

PO Box 408  
Panama City, FL 32402

### **Contact Information**

**Main office:** (850) 596-2979

**ReStore:** (850) 215-2289

#### **Executive Director**

Lance Rettig  
[ed@bayhabitat.org](mailto:ed@bayhabitat.org)

#### **Program Manager**

Vickie Johnson  
[volunteer@bayhabitat.org](mailto:volunteer@bayhabitat.org)

#### **Finance Manager**

Marlene Hintz  
[finance@bayhabitat.org](mailto:finance@bayhabitat.org)

#### **ReStore Manager**

Rachel Tanner  
[Restore@bayhabitat.org](mailto:Restore@bayhabitat.org)

#### **Construction Manager**

Ross Potts  
[Construction@bayhabitat.org](mailto:Construction@bayhabitat.org)

**Website:** [www.habitatbay.org](http://www.habitatbay.org)

Facebook: [@habitatforhumanitybaycountyfl](https://www.facebook.com/habitatforhumanitybaycountyfl)

# Volunteer Opportunities

## Construction

Construction is the most popular Habitat volunteer activity. Volunteers assist with all stages of home construction and repairs. No construction experience or skills are required and volunteers are supervised by Habitat's construction staff. These activities provide an opportunity for volunteers to learn new skills and help a family attain their dream of a new home.

*When:* Tuesday - Saturday; 8 am- 2 pm (subject to flexibility)

*Location:* Varies

## ReStore

The Restore sells donated materials to help raise revenue to support Habitat's projects. Volunteers provide customer service, clean and repair donated goods, stock shelves, load and unload donations from vehicles, and ride along with our drivers to pick up donations.

*When:* Monday – Saturday, 9 am – 5 pm

*Location:* 1515 East 11<sup>th</sup> Street, Panama City

Volunteers are typically scheduled in shifts depending on the store's needs and the volunteer's availability.

## Special Events

Volunteers are needed at various times throughout the year to assist with special events and fundraise activities. Specific activities, locations and times vary.

## Office Support

Habitat functions with a small dedicated staff. There are ongoing opportunities and needs for volunteers to provide administrative support to the staff.

## Committees

Volunteers with relevant experience can serve on various committees, including:

- Family Selection
- Family Support
- Construction
- Volunteer
- Finance

# Volunteer Policies and Procedures

## Volunteer Eligibility

Habitat does not discriminate against any volunteer applicant on the basis of race, gender, religion or sexual orientation.

### Age Restrictions for any volunteer under the age of 18:

#### Ages 14 and 15

- Must be supervised on a 1 youth to 1 adult ratio
- Must submit a Release and Waiver of Liability for a minor signed by a parent/legal guardian prior to performing any volunteer activity
- Must not be on-a construction site when active construction is being performed
- Can paint, landscape, perform other light duties and help with site support
- Must not work on or with excavation, demolition, power tools or at heights above 6 feet, or on disaster impacted properties

#### Ages 16 and 17

- Must be supervised on a 3 youth to 1 adult ratio
- Must submit a Release and Waiver of Liability for a minor signed by a parent/legal guardian prior to performing any volunteer activity
- Can assist with general construction and carpentry
- Must not work on or with excavation, demolition, or using power tools, or on disaster impacted properties
- Must not work at heights above 6 feet or on the roof

## Background Checks

For the safety of our partner families, staff and volunteers, Habitat reserves the right to perform background checks on prospective volunteers, volunteers, employees, and board and committee members. These checks may include one or more of the following, depending on the planned volunteer assignments:

- National Sex Offender Registry
- Consumer reports
- Criminal background checks.

Background checks will only be processed with the acknowledgement and written consent of such individuals. Habitat for Humanity International affiliate policy requires sex offender registry checks on all potential homeowners, board members, staff members and key volunteers.

A criminal conviction does not immediately disqualify someone from volunteering, however, any volunteer applicant with violent or sexual charges will not be considered. Individuals with convictions that are not of this nature will be evaluated on a case-by-case basis and must be agreed upon by the Executive Director and the ReStore Manager or Construction Manager (depending on volunteer location and circumstances).

Once background checks have been performed, they must be kept with the volunteer's signed waiver and consent form in a secured file. This information is only to be accessed by approved Habitat staff.

# Habitat for Humanity Volunteer Code of Conduct

Becoming a Habitat volunteer comes with great rewards and responsibilities. Volunteers like you are representatives of Habitat for Humanity and its ministry. When you accept a volunteer role with Habitat, you are committing to act in a way that promotes Habitat's mission, respects the local community, and ensures the safety of all participants. In addition to complying with all laws, regulations and Habitat for Humanity policies, all volunteers are expected to follow the volunteer code of conduct outlined below.

1. Promote a respectful community: Treat all volunteers, employees and community members with respect, courtesy, and dignity. This includes avoiding the use of insensitive or offensive language. Volunteers are also expected to refrain from engaging in physical or emotional violence toward others. Another key way volunteers can promote a welcoming, respectful environment is to make efforts to understand and honor the local culture and by following all rules and policies set forth by a program staff member or supervising volunteer.
2. Prioritize site safety: Safety rules and guidelines on the volunteer site have been created to keep you and others safe as you volunteer and must be followed. Activities that pose a safety risk to yourself or others should be avoided. Report any unsafe working conditions to the onsite supervisor.
3. Uphold a zero-tolerance policy for alcohol, drugs and weapons: The purchase or possession of drugs or weapons is strictly prohibited on Habitat for Humanity property and volunteer sites. The purchase or possession of alcohol is also strictly prohibited on Habitat for Humanity volunteer sites, even if permitted by local laws or by the laws of the volunteer's home country.
4. Model behavior that respects the human rights of all people and protects beneficiaries and children from exploitation and abuse. Habitat for Humanity has adopted the standards established by the United Nations to respect the human rights of all people and especially beneficiaries and children. Help model acceptable behavior by making sure your actions reflect the standards Habitat for Humanity has adopted. Inappropriate physical or sexual relationships with other volunteers, staff, and community members should be avoided. And, at no time may volunteers engage in sexual activity with a child (a person under the age of 18 regardless of the legal age of consent) or any Habitat beneficiaries.
5. Follow the gift giving policy: To avoid potential misunderstandings, embarrassment, injured feelings or jealousy, volunteers are asked not to exchange gifts with Habitat beneficiaries, staff members or community members without consulting Habitat staff. Volunteers may speak with a staff member about appropriate ways to exchange gifts and our staff is happy to suggest gifts that will benefit the entire community.
6. Safeguard ministry assets: Use reasonable care to protect and safeguard all Habitat for Humanity assets. Stealing, misappropriation or diversion of Habitat for Humanity funds, property, or other assets for personal benefit is not permitted nor is otherwise engaging in fraudulent activity regarding Habitat for Humanity's assets, operations, or beneficiaries.
7. Maintain confidentiality: Build trust with other volunteers and Habitat for Humanity by respecting the confidentiality of volunteers, staff, Habitat beneficiaries, and community members. Unless you receive prior written approval from Habitat for Humanity, you will not disclose confidential Habitat for Humanity information or confidential information given to you by others.

I understand that I can report violations of this volunteer code of conduct anonymously through [www.mysafeworkplace.com](http://www.mysafeworkplace.com).

I understand that Habitat has the right to release me from my volunteer position at its discretion. I also understand that I am responsible for any costs that I may incur due to a violation of this volunteer code of conduct.



I acknowledge that I have read, understand and agree to be guided by this volunteer code of conduct.

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**Volunteer (please print)**

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**Volunteer Signature**

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**Date**

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**Habitat Staff Signature**

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**Date**

# Application Process

## General Volunteer Process for Individuals or Groups

This Process begins by submission of a request through Habitat’s web site ([www.habitatbay.org](http://www.habitatbay.org)), This request is submitted by selecting Volunteer, under Get Involved on the Home page. This will direct you to our Volunteer UP platform. Please register.

Submit your Name, contact information and how you would like to volunteer.

You will then have access to the available dates to volunteer. If you have a group or team that would like to volunteer please submit an email to [volunteer@bayhabitat.org](mailto:volunteer@bayhabitat.org) you will then be contacted and interviewed to determine what is the best volunteer opportunity. Following the interview, you will be matched to a date and provided the details about the volunteer assignment and work. Out of town volunteers are required to attain their own lodging/housing.

## Court Ordered Community Service Volunteers

Community Service volunteers are required to call the Program Manager to set an appointment to register for Community Service construction or restore assignments. You will be requested to submit a photo ID and a copy of your court/community service documents including your probation officer’s contact information.

Habitat will only accept applicants with the following categories of offenses:

1. Carrying a concealed weapon	6. Perjury
2. Disorderly conduct	7. Possession of drugs
3. Driving w/o a license / Suspended	8. Public disturbance
4. DUI/ Open container	9. Traffic violation
5. No or expired tag for vehicle	10. Trespassing

Prior to reporting to an assignment each volunteer must

- Complete and return the HFH Release and Waiver of Liability, and
- View Lockton’s free online safety course: <http://hfhaffiliateinsurance.com/volunteers/>.
- Agree to fully support the mission of Habitat and embrace its core values.

# Volunteer Participations

## Reporting and Recording Hours

All volunteers must sign in at the beginning of their volunteer shift and sign out prior to leaving at the end of the shift. This allows tracking the total volunteer hours and individual involvement.

## Dress Code

- *Closed-toe and heel, sturdy shoes are mandatory for work assignments! (No Exceptions)*
- Volunteers should wear apparel that is appropriate for their specific work area and weather conditions. Jeans and t-shirts are acceptable at the construction site and the ReStores.
- Construction and ReStore volunteers can wear shorts, but they must be a modest length.
- No sweatpants, or athletic gear.
- Leggings are permitted if a long shirt or blouse covers to midhigh FRONT and BACK.
- ReStore volunteers cannot wear tank tops.
- When necessary, volunteers must wear personal protective equipment which will be provided by Habitat.
- Construction volunteers cannot wear loose jewelry or clothing that could get caught or snagged on something.
- Any clothing with disturbing messages or provocative in nature, which could be viewed by others as offensive or suggestive, is prohibited.

## Safety Procedures

The safety of volunteers, team members, clients and customers is the highest priority. This is achieved by:

- Safety inspections performed daily at the stores and construction sites.
- Volunteers instructed to immediately report unsafe working conditions and health hazards to the area supervisor.
- Performing regular safety instruction to volunteers and staff.
- Safety instruction is provided to all volunteers for all activities that may be new or unfamiliar.
- Habitat maintains smoke-free facilities, entrances to facilities and vehicles. Designated smoking areas are provided; smoking is prohibited in all other areas.

## Inclement Weather Policy

Habitat may close the worksites during periods of inclement weather. In extreme conditions, the construction site may close early to protect the safety of staff and volunteers.

## Break and Lunch Periods

Breaks throughout the day are encouraged and built into the work schedule. It is important that volunteers take additional breaks as needed and drink enough water to avoid fatigue and dehydration. Habitat will provide water through the work period and snacks during break times.

Volunteers planning to work through the lunch time should bring a lunch. A lunch break will be provided.

## Media and Photography

The volunteer coordination function includes planning for public relations and media exposure. These activities include media presence, photography and conducting interviews.

- Invite and escort news and TV persons
- Interviewing volunteers on site
- Photographing and videoing activities
- Creating written materials about the activities

Volunteers are allowed and encouraged to photograph and write about their experiences on the work sites. These activities should be conducted in a manner that it does not interfere with the volunteer activities in process. The Release and Waiver of Liability includes terms allowing photographs and other media to be created and used without other releases.

## **Harassment Policy**

Habitat is committed to maintaining a work environment that is free from discrimination and prohibited actions, and where team members, volunteers and clients at all levels are free to devote full attention and best efforts to the job. Harassment, either intentional or unintentional, has no place in the work environment. Habitat WILL NOT tolerate any form of harassment of or by a team member, client or volunteer based on race, sex, religion, color, national origin, age, disability, sexual orientation or any other protected status. The term “harassment” includes, but is not limited to, offensive language, jokes or other verbal, graphic or physical conduct relating to a team member’s race, sex, religion, color, national origin, age, disability or sexual orientation which would make the reasonable person experiencing such harassment uncomfortable in the work environment, or which could interfere with the person’s job performance. Habitat prohibition against engaging in any form of harassment and protection from being the victim of harassment applies equally to team members, volunteers, clients, vendors, contractors and customers.

### *Reporting Instances of Harassment*

It is the desire of Habitat to maintain an atmosphere of mutual respect. Therefore, you have the responsibility and opportunity to explain to your fellow volunteers and Habitat staff members that you find a particular language or action offensive, or to report any such behavior that you may witness.

Habitat cannot correct harassment problems of which it is unaware. Therefore, if you believe that you have been harassed by a volunteer, co-worker, supervisor, manager or other individual at the workplace (whether employed by Habitat or not), or believe that your volunteer or work experience is being adversely affected by such conduct, you should immediately report such concerns to the Program Manager or the Executive Director.

## **Appendices**

### **Volunteer Position Descriptions**



**Title:** Construction Volunteer

**Job Goal:** Perform construction duties supporting the construction, repair or restoration of houses under the supervision and direction of skilled construction staff. These activities may be new construction or repairs or restoration to existing or storm damaged houses. The volunteer may have a range of skills and will be trained to perform the needed tasks, consistent with the person's level of ability. The goal is to have a positive experience and leave with enhanced skills and the knowledge that you have helped a family improve their living environment.

**Responsible to:** Construction Site Supervisor / Construction Manager

**Time Required:** Regular repeat participation in shifts of 1 or multiple consecutive days Monday-Friday, 8am-2pm. Ideally volunteer will plan on repeat participation at least 4 days per month during the construction period.

**Responsibilities and Duties include:**

- Arrive on time and follow all guidance
- If unable to fulfill committed volunteer time notify Habitat as soon as possible
- Dress appropriately for weather and tasks and bring lunch
- Build and repair houses within skill level as directed
- Wear appropriate safety equipment for the assigned tasks
- Perform construction in a safe manner
- Perform construction tasks as instructed and directed

**Desirable Qualifications/Skills:**

- Willing to work in a team environment in a cooperative manner within the guidelines of Habitat for Humanity
- Willing to accept and follow directions
- Perform construction tasks within the framework of known skills
- Physically able to work in a construction environment and use the tools and materials assigned

**Expectations of Habitat:**

- Provide proper leadership for the planned activities
- Provide a safe work environment
- Provide training as required for the assigned tasks
- Provide water and snacks as necessary

**Benefits:** You will receive the satisfaction of knowing you help a neighbor to improve his living environment, have learned new skills and developed new friendships.



**Title:** Construction Crew Leader Volunteer

**Job Goal:** Lead construction volunteers to support the construction, repair or restoration of houses under the supervision and direction of the site construction leader. These activities may be new construction or repairs or restoration to existing or storm damaged houses. The volunteer will have volunteer leadership skills and construction skills in the task being performed. The goal is to lead the volunteers to have a positive experience and leave with enhanced skills and the knowledge that you have helped a family improve their living environment.

**Responsible to:** Construction Site Supervisor / Construction Manager

**Time Required:** Regular repeat participation in shifts of 1 or multiple consecutive days Monday-Friday, 7:30am-2:30pm. Ideally, volunteer will plan on repeat participation at least 4 times per month during the construction period.

**Responsibilities and Duties include:**

- Arrive on time and follow all guidance
- If unable to fulfill committed volunteer time notify Habitat as soon as possible
- Dress appropriately for weather and tasks and bring lunch
- Be a role model for volunteers
- Wear appropriate safety equipment for the assigned tasks
- Lead a team of volunteers to have an enjoyable experience and learn and execute successfully the assigned construction tasks
- Provide instruction and leadership to volunteer so they perform the assigned tasks successfully
- Communicate praise and appreciation for jobs well done
- Be available and approachable for volunteers with questions

**Desirable Qualifications/Skills:**

- Willing to work in a team environment in a cooperative manner within the guidelines of Habitat for Humanity
- Willing to accept and follow directions
- Leadership skills
- Construction skills in the tasks being performed
- Positive and friendly attitude

**Expectations of Habitat:**

- Provide proper leadership for the planned activities
- Provide a safe work environment
- Provide water and snacks for breaks

**Benefits:** You will receive the satisfaction of knowing you help a team improve a neighborhood, learn new skills and develop new friendships.



**Title:** ReStore Volunteer

**Job Goal:** Participate in a variety of ReStore activities resulting in increased sales of merchandise to provide money to fulfill Habitat's mission to build and restore communities for low income families in Bay County. The volunteer's role may vary from day to day and encompass the following types of work

- Applications Testing – Ensuring the donated household appliances are in good working condition.
- Customer Service – Assist customers with purchases, donations, pickups and product searches.
- Cleaning/Warehouse Operation – Handle the intake of donated items, clean and restore items for resale, and prepare and move merchandise to the sales floor.

**Responsible to:** Program Manager and/or ReStore Manager

**Time Required:** Volunteer hours in the ReStore vary from one day to multiple days, full or half days depending on the schedule of the potential volunteer. Scheduling is completed around the volunteer's availability. Volunteers are expected to work multiple days each month.

**Responsibilities and Duties include:**

- Schedule work days in advance and arrive on time
- If unable to fulfill committed volunteer time notify Habitat as soon as possible
- Dress appropriately for tasks and bring lunch
- Follow all safety directions and be a role model of safe practices
- Communicate Habitat for Humanity message throughout the day to customers
- Duties as assigned within the general constraints of the defined duties
- Duties will not include driving the truck or handling cash
- Represent Habitat in a professional and courteous manner

**Desirable Qualifications/Skills:**

- Communications and sales skills in team a retail environment
- Willing to accept and follow directions
- A positive and outgoing personality
- Ability to work in a team environment

**Expectations of Habitat:**

- Provide proper leadership for the planned activities
- Provide a safe work environment
- Provide training as required for the assigned tasks



Logo **Title:** Clerical Volunteer

**Job Goal:** Perform reception duties to meet visitors to the office and assist with administrative tasks and other duties assigned by the staff

**Responsible to:** Program Manager

**Time Required:** Regular repeat participation in shifts of 4 – 6 hours during hours the administrative offices are open. Typical hours of operation are Monday-Friday, 9:00am-5pm. Ideally participation will be 1 – 3 days per week or as mutually agreed.

**Responsibilities include:**

- Answering phones and greeting visitors to office
- Data entry and generation of outgoing letters
- Filing of information
- Assisting with mass mailings
- Maintaining confidentiality of all information obtained during the activities

**Desirable Qualifications/Skills:**

- Able to perform multiple concurrent tasks with attention to details
- Good oral and written communication skills
- Professional demeanor, flexible and dependable
- Willingness to learn new skills and office procedures

**Training provided:** Task specific training will be provided

**Benefits:** Opportunities to become more familiar with the operational aspects of Habitat for Humanity and see the good work it performs for the community. Meet great people, develop new skills, have fun in an office setting.





Logo **Title:** Special Projects Volunteer

**Job Goal:** The goal is to accept a challenge to perform a special task resulting in a positive experience, learning and applying special skills and leave with the knowledge that you have helped Habitat improve the community.

**Responsible to:** Program Manager

**Time Required:** Regular or repeat participation on new or repeat activities on a time schedule that is mutually agreed.

**Responsibilities and Duties include:**

- Schedule volunteer assignments in advance and arrive on time
- If unable to fulfill committed volunteer time notify Habitat as soon as possible
- Dress appropriately for weather and tasks and arrange any needed food and water
- Be a role model for Habitat for Humanity and communicate its message
- Provide transportation to work assignment
- Perform assigned task in a positive and outgoing manner
- Keep your supervisor informed of status of work and any issues
- At end of day report status and any issues to your supervisor

**Desirable Qualifications/Skills:**

- Quick learner
- Self-starter and able to work with limited supervision
- Willing to accept and follow directions
- Enjoyment of instructing and overseeing volunteers

**Expectations of Habitat:**

- Provide proper leadership for the planned activities
- Provide a safe work environment
- Provide training as required for the assigned tasks

**Benefits:** You will receive the satisfaction of knowing you helped Habitat improve a neighborhood, learned or practices skills and develop new friendships.



**Logo Title:** Construction Site Coordinator Volunteer

**Job Goal:** The goal is to organize the construction volunteer reception area and provide oversight to the volunteer's comfort during the work day.

**Responsible to:** Program Manager

**Time Required:** Regular repeat participation in shifts of 1 or multiple consecutive days Monday-Friday, 7:30am-2pm. Construction Site Coordinator should be present on the work site through most of the work day to supply volunteer's needs.

**Responsibilities and Duties include:**

- Schedule work days in advance and arrive early
- If unable to fulfill committed volunteer time notify Habitat as soon as possible
- Dress appropriately for weather and tasks and bring lunch
- Set up volunteer reception area
- Greet volunteers as they arrive and register them
- Communicate Habitat for Humanity message throughout the day
- Monitor schedule and coordinate breaks and lunch
- Monitor the activities and management of volunteers to encourage enjoyment
- Communicate with volunteers regularly to encourage and praise
- Maintain Waivers and attendance records
- At end of day jointly with construction leader record and report any issues
- Return and file attendance records and waivers

**Desirable Qualifications/Skills:**

- Skills in team leading and hospitality
- Willing to accept and follow directions
- Basic computer skills

**Expectations of Habitat:**

- Provide proper leadership for the planned activities
- Provide a safe work environment
- Provide training as required for the assigned tasks
- Provide water and snacks as necessary

**Benefits:** You will receive the satisfaction of knowing you helped a group of volunteers to help a neighborhood improve its environment and developed new friendships.