

VOLUNTEER PROCEDURES

Construction Site Volunteers

- Volunteers must have completed an application, taken and passed our volunteer online safety course (or come into the office to view the video and pass), and fill out a release and waiver prior to working on the construction site.
- Once you have completed the requirements, call the office @ 772-0809 to schedule a work day. Depending upon your skill and the construction activities planned, you will be scheduled appropriately.
- Construction work days are Wednesday and Saturday from 8:30 – 3:00 pm or until the day's planned construction tasks are completed. Our typical work day begins at 8:30 AM with a welcome, a review of safety issues and an overview of the day's planned activities. We take a mid morning break and a half hour lunch break at noon. At the end of the day, we will clean up and take care of all tools and equipment followed by a review of the day and a closing.
- We count on you. If you are confirmed to work on a specific day and you find you are unable to work, please contact our office immediately so that we can schedule a replacement. (Note: The office is closed on Saturdays.) We **do** depend on you, therefore if you are scheduled to work we expect you to arrive on time and be prepared to work the full day or until the task is completed unless prior arrangements have been made. If you are scheduled to work and you do not show up or call to cancel or if you are unable to commit to working the full day until the task is completed, we may be unable to use you at future work sites.
- If you are not scheduled to work on a specific day, please don't "just show up" at the work site expecting to work. A construction site is not the place where "more is better."
- Many construction activities are weather dependent and/or there may be last minute changes to the work day. We thank you in advance for your patience and understanding. If you are scheduled to work, we will call or email you if there is a need to change our plans.

Non-Construction Volunteers

- Prior to volunteering, an application must be completed, a release and waiver must be signed and we ask that you schedule an interview with the office manager. At the interview we'll discuss all the non-construction related volunteer opportunities and how your interest and abilities fit with our non-construction volunteer needs and you will be scheduled accordingly. You will also be asked to watch a video presentation to learn more about our work and mission in Broome County so that you can be an informed volunteer.

We hope you have an enjoyable Habitat experience. If you have any questions about how to get started with Habitat, please call our office at 772-0809. Thank you!