

BROOME COUNTY HABITAT FOR HUMANITY VOLUNTEER INFORMATION & INSTRUCTIONS

Thank you for your interest in volunteering with Broome County Habitat for Humanity. In order to create a meaningful and safe volunteer experience, we encourage you to become familiar with who we are, what we do and how our volunteers help with many tasks, both construction and non-construction. We depend upon you – the volunteer – to help us succeed in *building more than houses*.

Construction Volunteers

On-site construction work days are Wednesdays and Saturdays from 8 AM to 2:00 PM. All construction volunteers – individual or as part of a group - **must** complete and/or submit each of the following:

- Volunteer Application
- Signed and dated Release and Waiver of Liability
- Watch the safety video on our website at www.broomehabitat.org/for-volunteers/how-to-volunteer.aspx
- Take the safety courses available on line at www.hfhvolunteerinsurance.com
 - Click the Volunteer tab
 - Click the blue “Online Safety Training Course: Begin Now” button.
 - Note the Access Code on the instruction page; read the instructions and follow the prompts.
 - Required courses take about 20” to view and complete the quizzes and include:
 - Fall Safety
 - Volunteering on a Habitat for Humanity Job Site

Upon receipt of all documentation and required paperwork, Habitat will contact you with your first work day orientation, the current project and job site information.

FAQs

1. **What should I wear?** Always wear sturdy shoes – boots or sneakers - and dress for the weather. Wearing layers prepares you for indoor or outdoor work. Wear clothing and footwear that you don't mind getting dirty.
2. **What should I bring?** A water bottle and seasonal items such as sunscreen and bug spray are strongly recommended. Safety glasses and work gloves are provided but you may bring your own. If you have a work belt and basic tools, you are welcome to bring them, but be aware that Habitat is not responsible for lost or damaged personal tools.
3. **What should I expect on the work day?** Upon arrival at the work site, there will be a short orientation and overview of the tasks for the day and introduction to the site supervisor. You will be assigned partners and tasks. Coffee is provided for our morning break at 10 am and lunch is at noon for a half-hour. Unless otherwise noted, please bring bag lunch.

Additional helpful information:

- When arriving at the work site, please be mindful that we strive to be good neighbors and do not block driveways or park in a way that makes the street unsafe or impassable.
- You will never be asked to do a task that you are not comfortable with, so don't be afraid to speak up!
- Please be sure to arrive on time in the morning. Individuals who arrive late may not be able to work that day if partners and tasks have already been assigned.
- Please note that our office is closed on weekends and we have limited office hours on Monday and Friday. If you are unable to make it to your scheduled day or if you need help locating the work site and need to reach someone outside of normal business hours regarding your volunteer day, email awinans@broomehabitat.org or call (607) 321-5563. (Note that this is a private number and use **only** for the named issues.)

Non-Construction Volunteers

Swinging a hammer is a great way to be involved but there is so much more to be done:

Events ~ Volunteer Hospitality ~ Fundraising ~ Church Relations ~ Office Support ~ Special Projects

We encourage you to expand your involvement and share your skill sets in any way possible. Whether you work with our small office staff or spread awareness in our community, there is a match for you! Please complete an application, if you have not yet done so and submit to the office. We will then contact you to discuss current and future projects and how you can get involved *building more than houses*!

THANK YOU! HOPE TO SEE YOU SOON!