

CURRENT VOLUNTEER OPPORTUNITIES

2008 – Wenham, MA

Building Committee

Administrative Assistant

- Reports to Chair Building Committee.
- The person who fills this position is expected to interact with town representatives, such as Conservation Commission agents or DPW personnel, in order to pick up or drop off documentation and other related items.
- They are also expected to place some orders for construction materials and services on behalf of the Construction Foreman and/or Site Supervisors, and to follow up on those orders to ensure timely delivery/completion and proper billing and payment.
- They may also be expected to follow up on warranty-related issues (such as damaged part replacement).
- No construction experience is required, though some experience would be ideal.
- Make phone calls during daytime and early evening hours.
- Initiative and ability to follow up on assigned tasks
- Effective communication skills – oral, written and email
- Ability to attend monthly Building Committee meeting

Site Supervisor(s) Need 4

- Reports to the Building Committee
- The person who fills this position is expected to supervise groups of volunteers, skilled and unskilled, typically numbering between 4- 15, on scheduled workdays.
- They must coordinate with the Project Foreman to identify which tasks are to be completed on a given workday, and direct the volunteers in the completion of the tasks.
- Experience building or working on single family homes or duplexes preferred, but not required.
- Construction experience, preferred, as a full-time professional in building or trades
- Ability to read and follow building plans
- Ability to communicate effectively, both orally and via email
- Ability to work 1 Saturday or Thursday, but not both, per month, 8:00am- 4:00pm.

Volunteer Relations Committee

Volunteer Recruiter

- Reports to Chair Volunteer Relations Committee
- Expected Commitment: One Year
- Attend monthly committee meetings
- Ensure on-going recruitment of new volunteers from different sources
- Work with Building Committee's Training Coordinator to develop and/or revise orientation and training materials
- Run periodic orientations for new volunteers
- Assist in updating volunteer database

Data Input

- Reports to Chair Volunteer Relations Committee
- Expected Commitment: One Year
- Attends monthly committee meetings
- Input data into our database of volunteers
- Manage database to be accurate and up-to-date
- Retrieve completed forms from work site and ensure that the information is entered into the database.
- Provide a monthly report of volunteer hours broken out by individuals, homeowners, site supervisors and site hosts.

Volunteer Scheduler

- Reports to Chair Volunteer Relations Committee
- Expected Commitment: One Year
- Attend monthly committee meetings
- Responsible for seeing that there are an appropriate number of volunteers each week at the building site.
- He/she is responsible for contacting interested parties and lining them up to work.
- Ensure that construction volunteers include individuals and groups
- Assist with updating volunteer database

Site Host Coordinator

- Reports to Volunteer Scheduler
- Expected Commitment: One Year
- Attend monthly committee meetings
- Recruit, train, schedule and follow-up of Site Hosts

Site Host(s)

- Report to Site-Host Coordinator
- Expected Commitment: One Year
- Attend quarterly committee meetings
- The Site Host works all day at the building site during construction.
- Acts as a greeter at the beginning of each day, is responsible for seeing that all paperwork is completed by the volunteers (waivers, applications etc.), provides information regarding

Habitat for Humanity and the work we do, and generally acts as a guide throughout the day for our construction volunteers.

- Provides a brief orientation at the start of each day
- Ensures volunteer's personal needs are met and that tasks at hand are explained clearly.
- Conduct a wrap-up session at the end of the work day to thank volunteers and conduct a brief exit interview
- Promptly provide the Site Host Coordinator with a report on the workday, including any feedback from the volunteers and site supervisor

Family Support Committee

- The family support committee is responsible for overseeing Habitats relationship with our homebuyers. This person acts as a liaison between the homebuyer and Habitat.

Family Facilitator

- Reports to the Family Support Committee
- Every Habitat family is followed by a Family Facilitator (mentor) who charts their work hours and is their support contact throughout the building process.

Public Relations Committee Members

- We are currently seeking people interested in producing a quarterly newsletter to keep all our volunteers and friends informed of our work. We also need people willing to design and post upcoming events. The committee is also responsible for generating press releases and public notices.

Site Selection Committee Members

- We are currently seeking people interested in helping us find future building sites which will allow us to continue helping those in need attain affordable housing. This is a good opportunity for anyone familiar with the affordable housing needs in their community, involved in real estate, or interested in discussing our site needs with individuals or town officials.

Development Committee Members

- This committee is responsible for cultivating and soliciting donors. Members also organize and help staff fundraising events.