



CONSTRUCTION VOLUNTEERING GUIDELINES 2021-2022

Office 816-461-6551

Lindsay Browne, Director of Family & Community Engagement
816-832-4560, LBrowne@TrumanHabitat.org

Dionne Dawson, AmeriCorps Volunteer Services Coordinator,
AmeriCorps@TrumanHabitat.org 816-832-4569

Mark Schroer, Construction Director
MSchroer@TrumanHabitat.org 816-607-9809

Al Harris, Construction Project Manager,
AHarris@TrumanHabitat.org 816-808-8922

Marvin Wade, Site Leader, MWade@trumanhabitat.org

COVID-19 Guidelines

- Limited number of volunteers per group for safety.
- **Must preregister**, so we can track numbers (anyone who has not preregistered will be turned away if we have a full group).
- You may want to **bring your own full, labeled water bottle** as well. If you use ours, please label with your initials so you don't drink out of the wrong one.
- Please **do not attend if you feel sick** or have been sick, if you have been exposed to someone with COVID, if you are at high risk or living with someone at high risk.
- Those who have been **exposed to COVID in the past 14 days** are ineligible to volunteer until completing self-isolation for 14 days and not becoming symptomatic.

Inclement Weather Policy:

Depending on the nature of the work scheduled, build days may or may not take place based on the weather. If you have not heard from us, assume your work day is going ahead as planned. **Please make sure when you register that you include your e-mail and cell phone number. This will ensure that we can reach you regarding any changes or cancellations due to weather.** Day-of weather questions can be directed to AI 816-808-8922.

Schedule

Truman Heritage Habitat for Humanity builds year-round, Wednesdays through Saturdays (with a few exceptions such as holidays). Start times vary based on the time of year. Check your particular shift to ensure you know the correct start time, typically around 8a or 9a. We will finish in the afternoon between 2p and 3p.

What to Bring

- Lawn Chair if you want to sit in it for lunch
- Lunch (unless you have been told a lunch crew volunteer is providing it or if you are running out to get fast food)
- Optional: Snacks, Gatorade, extra water (bottled water is provided on site)
- Optional: Tools – if you have your own that you would like to bring with you (label them)

Dress Code

It is important to dress appropriately for the job site. In general, comfortable clothing that is not too loose (baggy shirts can potentially get caught on our power tools) and jeans along with thick soled, closed toe shoes are the most appropriate. No open toed shoes, sandals, slippers or crocs are allowed on site. Often the sites will be muddy, so please keep that in mind. In case of painting, dress in clothing that could get paint on it.

Scope of Work

Many things determine work progress - what needs to be done, what the volunteers ahead of you accomplish, and what supplies are available. Therefore, we cannot determine the exact work you will be doing before you arrive. In addition, the weather can cause alteration, and sometimes cancellation, of planned activities.

Age Requirements

For safety reasons and per federal regulations, **construction volunteers must be at least sixteen (16) years old**. Sixteen and seventeen year-olds are permitted to participate in general construction if volunteering alongside an adult chaperone but are not allowed to use power tools, climb ladders, get on the roof, or participate in any activity that Habitat for Humanity considers as too hazardous. 16-17 year old volunteers

are required to have one adult 21 or older for every 4 youth. There is no maximum age limit for volunteering with Habitat, though we ask volunteers to keep in mind that construction work can be strenuous at times and the ground is uneven. Those under 18 must have a waiver signed by parent/guardian found here: <https://trumanhabitat.org/waivers/>

Site Location

Your site location will be emailed to you by the Volunteer Coordinator typically **3-4 days prior to your reserved date. A hyperlink to google maps will be provided.** The site location for your build will depend on the amount of work that other volunteer crews get done the week prior to your reserved date. At Truman Heritage Habitat, we have multiple programs and projects that allow us to help the most families possible in the Eastern Jackson County service area. While we have a combination of new construction/home builds, rehab projects, neighborhood revitalization projects, painting projects, landscaping, and weatherization projects. Due to the nature of these projects, we typically will not have a site address for you until 3 – 4 days prior to your reserved date. We appreciate your patience and understanding.

Waiver

2 days before your shift you will get an email confirmation. A link to our waiver is included in that email. Volunteers must accept the waiver the first time they volunteer each calendar year starting Jan. 1. Those under 18 must have the waiver filled out by their parent/guardian. The waiver is also available as a .pdf here <https://trumanhabitat.org/waivers/>

Parking

Most of our sites have limited parking. Please park on one side of the street and do not block driveways or mailboxes. We strongly recommend carpooling with other members of your group, if possible.

Arriving on Site

- 1) Sign in via our Chrome Book
- 2) Turn in your Waiver to the Habitat leader on site if not filled out online
- 3) Briefing by the Habitat leader regarding our mission, on-site safety and the day's planned activities.

Note: We require all volunteers to **pre-register** via the Registration Link that the Volunteer Coordinator provides in the location email or using the construction calendar (found <https://trumanhabitat.org/volunteer/>). This saves a significant amount of time the morning you are scheduled to volunteer and allows the construction crew to start on time. Once you have filled out the full form once, future shift registrations only need first name, last name, and email (the same each time). Thank you!

Safety

Volunteer safety is very important to us! You will be trained by our construction crew on site. We ask that you please consider your individual skill level and health when assigned a certain task. If for any reason you feel that you would be putting your own safety or the safety of those around you at risk, please inform the construction crew immediately. Habitat will provide safety equipment, such as hard hats, safety goggles and ear plugs. Please ask your supervisor if you would like a protective construction mask. We keep extra supplies in our Habitat trucks.

Tools

We will provide all the tools necessary. All volunteers at a site must have approval and proper instruction from a member of the construction crew before using any type of power tool. By adhering to these guidelines, we can help ensure a safe job site for everyone.

Restrooms

Job sites are equipped with portable toilets either on the site or close to the site.

Lunch Breaks

Volunteers have a break for lunch around 11:30a or noon. Please plan on bringing your own lunch unless the Volunteer Coordinator instructs you otherwise. We will sometimes have 'Lunch Angel' volunteers or homeowners who will donate or prepare food for our job sites. If you are in a group, you may want to plan lunch as a group (order in pizza/sandwiches/etc). Contact Lindsay if you would like to provide lunch for your day or another day. Feel free to bring your own snacks and Gatorade. Water will be provided on-site. No alcohol or smoking is permitted on Habitat for Humanity sites.

Photographs

We encourage you to take photographs! We send progress updates to our homeowners and like to include volunteer photos. You can email photos to trumanhabitatphotos@gmail.com. We will also post them on our social media sites, with your permission. Please be sure to follow us on <https://www.facebook.com/TrumanHabitat/>.

Leaving the Site

Before you go home after what hopefully was a hard, rewarding day, please make sure that you have not left anything behind. Trash/recycling should be picked up and deposited in appropriate containers available at the worksite. Return any Habitat tools you may have borrowed. Make sure they are clean and complete with all the proper components.

Finally, please check out via our Chrome Book so we get credit for your work shift. If you need a letter verifying your volunteer hours, please contact Lindsay Browne.

THANK YOU for your willingness to help us build homes, revitalize communities, and help families in Eastern Jackson County!

We truly appreciate your partnership.