



Serving Madison and Clark Counties

# **Construction Volunteer Handbook**

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## **Mission Statement**

Seeking to put God's love into action, Habitat for Humanity brings people together to build homes, communities, and hope.

## **Mission of Habitat**

Established in 1991, Habitat for Humanity of Madison & Clark Counties provides simple, decent, affordable housing in partnership with our community and God's people in need. Construction volunteers work alongside future Habitat homeowners building these houses within our community.

## **Construction Operations**

Thank you for volunteering to help with the construction of Habitat houses. We could not function without volunteers and we're glad you're on our team!

Construction volunteer hours are Thursday, Friday, and Saturday from 9 am – 4 pm. Volunteers who wish to work partial days are welcome and will need to schedule.

Staff contact information:

- Nick Ray, Director of Construction
  - (859)408-1504
  - [nick@habitatmadisonclark.org](mailto:nick@habitatmadisonclark.org)
- Marty Capo, Construction Supervisor
  - (859)582-5788
- Justin Kirchner, Construction Supervisor
  - (859)312-0137
  - [justin@habitatmadisonclark.org](mailto:justin@habitatmadisonclark.org)
- Stephanie Lewis, Volunteer Manager
  - (859)625-9208
  - [Stephanie@habitatmadisonclark.org](mailto:Stephanie@habitatmadisonclark.org)

Please contact Stephanie for available volunteer opportunities.

## **Code of Conduct**

It is our policy that every person at any Habitat activity is entitled to be treated with dignity, courtesy, and respect. Consistent with that policy, we *DO NOT TOLERATE* any of the following:

- Verbal abuse, insults, and/or demeaning remarks
- Any uninvited physical contact
- The display of offensive objects, pictures or gestures
- Repeated, unwelcome flirtation or discussions of a sexual nature
- Profanity or vulgarity

- Inactive participation

Habitat does not allow discrimination based on race, sex, creed, marital status, age, physical and/or developmental disability, color, or national origin. Discrimination *will not be tolerated* under any circumstance.

*\*\* We reserve the right to dismiss anyone from an event or worksite who engages in activities prohibited by this policy and to bar such persons from coming to any events or worksites in the future.\*\**

## **Safety**

Safety of volunteers is a priority in every aspect. Anyone acting in an unsafe manner or refusing to abide by our safety regulations will be unable to volunteer for construction activities.

Make sure you know where the first aid kit is located on each site. If you do not know, ask a staff member.

Volunteers cannot use machinery or equipment unless properly trained, including, but not limited to, the following:

- Any construction vehicle
- Power tools & saws
- Ladders

**Volunteers must be at least 18 in order to operate power tools. No one under the age of 16 is allowed on an active jobsite. The only jobs that volunteers 16 years old and younger can do are painting, cleaning, and landscaping, and these participants require special approval from the Volunteer Coordinator.**

Personal Protective Equipment (PPE) is provided for all volunteers to be used for particular tasks as specified by the Construction Staff or their designated representative:

- Safety glasses
- Gloves
- Masks
- Hearing protection
- Hard hats

When using a ladder, make certain you have an appropriate ladder for the job. Don't hesitate to check with the Construction Staff or Crew Leader if you are uncertain.

Teamwork is an important aspect of safety on a job site. Never hesitate to ask for help if you are unsure about how to perform a task or if the task is too much for you to handle alone. Likewise, always be quick to help others when requested or if you observe them struggling with a task.

Volunteers are required to participate in safety orientation at the beginning of the day. If you did not get a safety briefing, please see a construction crew member to receive one.

In order to provide the best volunteer experience possible, and to ensure quality construction, there is a limit to the number of volunteers that can be on site for a Habitat construction site on a given day. The number of volunteer slots available on each volunteer day depends on the tasks being performed, and, with very few exceptions, will not exceed 15. Habitat will make every effort to accommodate larger groups by offering multiple volunteer shifts when possible. Thank you for your understanding, and for your support of creating a positive, safe, and productive volunteer experience.

*We take safety seriously! Please report an accident or injury to a staff member immediately.*

### **General Policies and Practices**

- Volunteers are required to complete the orientation program and sign a liability waiver form prior to volunteering at a job site.
- Wear appropriate clothing keeping in mind you may get dirty. Layers are suggested so you can adjust to varying weather changes.
  - Long pants to protect your legs from scratches and scrapes are preferred but shorts are acceptable.
  - Leather boots with safety toes are preferred but regular shoes (including tennis shoes) are acceptable. **Open toe shoes such as sandals and flip flops are not acceptable on a job site.**
- Tools are provided by Habitat, but it is okay to bring your favorite hammer or tool belt for your personal use. Please remember that Habitat cannot be responsible for your personal tools.
- No headphones may be worn while working on a job site due to safety concerns.
- The cleanliness of the construction site is the responsibility of all volunteers and staff - please do your part!
- Breaks are typically planned after every two hours of work. However, volunteers are encouraged to take a break at any time a rest is needed, especially during hot weather.
- Volunteers are expected to bring their own water bottles and sunscreen.
- A lunch break is planned around noon for one hour. Volunteers may bring a lunch or visit local restaurants.