

Individual Volunteer Manual

Habitat for Humanity® MidOhio

GETTING STARTED

CHECKLIST

Volunteers are the heart of our mission and contribute daily to Habitat's success in providing decent, affordable housing to families in our service area. A wide variety of opportunities are available for volunteers.

While Habitat for Humanity is known for its construction opportunities, we utilize volunteers in every area of our organization. Regardless of where your talents lie, we have an opportunity for you!

Use the following volunteer checklist to get started with Habitat for Humanity – MidOhio. We welcome your participation, and we will work to ensure you have a volunteer experience that is productive, fulfilling, and fun!

- Thoroughly read this manual, and keep it for future reference.
- Create a profile on our volunteer website, https://volunteer.habitatmidohio.org. Hard copies are available upon request.
    - *o* This is your portal for identifying and registering for volunteer activities of interest. Check it often for new volunteer activities.
- Fill out the required electronic liability waiver at https://waiver.smartwaiver.com/v/habitatmidohio (waivers only need to be signed once per calendar year.) Physical copies are available upon request.
- Attend your assigned work shift. All volunteers are asked to please arrive on time and sign in and out.
- If at any time you are unable to make a volunteer event for which you have signed up, please go to the volunteer website, sign in, and click the "cancel" button to the right of the date so that others may fill your spot.
- For a more interactive introduction to our affiliate, use the volunteer website to register for one of our optional orientation sessions.

A Release and Waiver of Liability Form must be signed prior to volunteering. Please visit: https://waiver.smartwaiver.com/v/habitatmidohio or use the QR code to the right to access the electronic waiver form.

If you are volunteering for community service requirements or school credit, please contact Kristen Foos at (614) 364-7030 or KFoos@habitatmidohio.org before you begin volunteering in order to have your hours verified.

ABOUT HABITAT FOR HUMANITY- MIDOHIO

THE CRITICAL NEED

Affordable, decent housing is one of our most basic human needs, yet it is in alarmingly short supply in our very own neighborhoods and throughout the world. A decent place to call home creates stability, launching families onto a positive trajectory of generational change, one that includes hope, improved health, and a better quality of life.

WHO WE ARE AND WHAT WE DO

Habitat for Humanity-MidOhio has spent more than thirty years helping to bring the dream of homeownership to families in need. Working in conjunction with Habitat for Humanity International, Habitat MidOhio's partners, donors, and volunteers have played a role in rekindling hope for over 700 families living in Central Ohio through new home construction and critical home repairs.

Habitat MidOhio offers a program designed to be a hand up, not a hand out, to families in need. Through hard work, commitment, and hundreds of hours of sweat equity, Habitat MidOhio families are breaking the cycle of poverty through homeownership and creating a brighter future for generations to come.

We view our work as meaningful because it helps transform lives and promote positive and lasting social, economic, and spiritual change within a community.

OUR PARTNER FAMILIES

NEW HOME OWNERSHIP

Habitat MidOhio is one of the only affordable housing builders in the area targeting families who earn 30%-60% of the area median income (AMI). Partner families are chosen after a comprehensive review process during which Habitat assesses their need for housing, their ability to repay a zero-percent interest mortgage, and their willingness to partner with Habitat through sweat equity. Partner families are all first time homebuyers, must live in the affiliate mission service area, and must currently be living in substandard conditions.

HOME REPAIR

Habitat MidOhio also serves current homeowners in need of home repair services. Families who earn 0%-80% of the area median income and live in owner-occupied properties are able to receive discounted home repair services. Homeowners must be able to afford a portion of the home repair project and must be willing to partner with Habitat through sweat equity hours.

HOW WE DO IT

Habitat is able to make housing affordable to partner families in the following ways:

1. Houses are sold through a no-profit, zero-interest mortgage that is created and held by the affiliate.

2. Partner families and construction volunteers build under trained supervision and supply thousands of hours of labor to further reduce home-building costs.

3. Individuals, corporations, faith groups, and others provide vital support through house sponsorships, monetary contributions, and in-kind donations.



HABITAT MIDOHIO RESTORES

Habitat for Humanity MidOhio | ReStore

Open to the Public: Monday through Saturday
9:00am to 6:00pm

Habitat for Humanity-MidOhio ReStores play an important role in the effort to eliminate substandard housing in Central Ohio. New, used, and surplus donated goods are collected and sold to the public at discounted prices.

The proceeds from these sales offset most of Habitat MidOhio's administrative costs, allowing all cash contributions go directly toward building homes and revitalizing communities locally and abroad.

The ReStores also allow local residents to recycle and repurpose items that would otherwise end up in our landfills. Last year alone, Habitat MidOhio ReStore operations diverted more than 1,600 tons of reusable materials from area landfills.

ReStore Locations

ReStore Westerville Road 3140 Westerville Road, Columbus, OH 43224

ReStore Wilson Road 240 North Wilson Road, Columbus, OH 43204

ReStore Bethel Road 2555 Bethel Road, Columbus, OH 43220

HABITAT MIDOHIO CONSTRUCTION

OPPORTUNITIES IN CONSTRUCTION

Construction & Repair Crews







Volunteers may assist with new build, rehab, or home repair projects, based on Habitat's current build schedule. Volunteers working on a new build project typically assist with all phases of construction from start to finish, with a few key exceptions: foundation work, roofing, drywall, and licensed trades such as electrical, plumbing, and HVAC. Home repair volunteers help with projects involving exterior painting, siding, porch/stair repair, water damage, etc.

Volunteers typically work in crews of five to ten people. An experienced Project Lead is assigned to each worksite to manage the project, teach volunteers what to do, and oversee basic worksite safety. Volunteers of all skill levels comprise a crew.

Women Build

Build on an all-female crew! Women Build was organized with the intention to empower women on a Habitat build site. There are also non-construction opportunities that support the Women Build program, such as organizing fundraisers or providing meals to volunteers on site.

WOMENBUILD
Habitat for Humanity
MidOhio



Construction Support

Assist the construction department by delivering and organizing tools and materials and helping with special projects and maintenance at our work sites and warehouse.

CONSTRUCTION HOURS

A regular workday is from 8:30am to 4:00pm on Tuesday through Saturday. Volunteers are asked to commit to work a full shift. “Evening Crews” are from 5:30pm to 8:00pm on most Wednesdays and Thursdays. *Weekday volunteers are especially needed!*



PLEASE NOTE: Volunteers are asked to understand that construction activities can be extremely variable due to issues like poor weather, contractor schedules, equipment failures, etc. Last-minute changes sometimes occur due to circumstances out of the direct control of Habitat.

Age Requirements

Youth volunteers must be at least 16 years old to volunteer on a construction or repair site and at least 18 years old to operate power tools or work at heights above 6 ft.

Youth volunteers must be accompanied by a parent or adult (21 or older). No special experience is necessary for youth or supervising adults. Groups are recommended to maintain a 5:1 youth to adult ratio.

Volunteering as a group?

Visit our volunteer website at *https://volunteer.habitatmidohio.org* to fill out our group inquiry form and view our team volunteer manual.

Please note that groups interested in volunteering on a Habitat construction site may be placed on our volunteer waitlist, depending on current needs. One way to gain priority on the waitlist is to participate in our day sponsorship program.

To learn more about how your group can become a Habitat day sponsor, please contact:
Deb Light, Director, Volunteer Services at: DLight@habitatmidohio.org 614-364-7020.

HABITAT MIDOHIO RESTORES

OPPORTUNITIES WITH OUR RESTORES

ReStore Team

Volunteers are needed to assist customers, stock shelves, organize product displays, and unload donations from the vehicles of individual donors and ReStore trucks. Volunteers also assist with the processing of new donations. Heavy lifting may be involved. Individuals must be 16 years or older to volunteer in the ReStore. Youth under the age of 18 must have parent or guardian permission. ReStore Team volunteer shifts are offered Monday through Saturday from 9am-1:30pm. Volunteers are requested to sign up for the established shifts unless otherwise arranged with ReStore staff.







Donation Pick Up Helpers

Because we rely on donations, volunteer support is crucial to our donation pick up program. You can help our driver on pick up runs from 9:00am to 2:00pm Monday through Friday. An extra pair of hands can double our efficiency! Heavy lifting is involved. Individuals must be 18 years or older to participate and will never be asked to drive the truck. Pick Up Helper shifts are offered Monday through Friday from 9:00am to 2:00pm at ReStore Westerville Road and ReStore Wilson Road.



Deconstruction Projects

We conduct projects to deconstruct existing properties to salvage materials that can be sold at the ReStores. Removable items typically include cabinets, light fixtures, decorative pieces, and appliances. Projects vary in degree of effort and length of time. This activity involves significant physical labor. Volunteers must 16 years or older to participate. Youth under the age of 18 must be accompanied by an adult (21 years or older).

OPPORTUNITIES WITH THE PLAYHOUSE PROJECT

About The Playhouse Project

Habitat for Humanity-MidOhio has recently launched The Playhouse Project, a program that will allow Habitat MidOhio to partner with sponsors to build playhouses for local families — providing children with a safe place to play and imagine what home means to them. Funds raised through this program will go towards building new houses right here in Central Ohio.







Volunteer Opportunities

As with any Habitat program, volunteers will play a key role in making The Playhouse Project a success! Check out the opportunities below to see how you can participate in this program. As a brand-new program, the roles and responsibilities of volunteers are likely to evolve over time. If you believe you have a skill set or idea that could benefit The Playhouse Project that is not listed below, don't hesitate to reach out!

The Playhouse Project Captains

Habitat MidOhio is currently looking for volunteers to serve as Playhouse Project Captains. These volunteers will coordinate groups of 8-10 volunteers in painting and assembling playhouses through two options:

- One or more playhouse build(s) at the Habitat warehouse or off-site location
- The Playhouse Project Blitz Build to be held annually

Project Playhouse Captains may also assist in playhouse kit creation or lead volunteer groups in priming playhouse kits at the Habitat warehouse, depending on level of interest. Captains must be at least 18 and possess excellent people skills, in addition to some basic construction knowledge. Training will be provided.

Playhouse Kit Creation & Priming

Prior to a Playhouse Project build, the wooden playhouse kits must be created and primed. Volunteers 18 and up who have some basic woodworking skills can join our kit creation crew, which works throughout the year to produce all of the walls, bases, roofs, and trim pieces at the Habitat warehouse.

Once the kits have been created, volunteers are also needed to prime all the pieces prior to a playhouse build. Groups of 8-10 will come to the Habitat warehouse for priming sessions, typically in 2-4 hour shifts. The minimum age for priming is 14.

ADDITIONAL ACTIVITIES

While many volunteers choose to work directly on home construction projects or in the ReStore, there are numerous other ways to provide much needed support to Habitat and those we serve. Consider how you might contribute your special skills in any of the following ways:







Become a Habitat Ambassador

Spread the word about Habitat's mission by helping out at our Habitat booth, sharing social media posts, planning an advocacy event, or giving a presentation or leading an activity at a school, workplace, and/or faith or civic organization.

Photography

Photograph significant events for Habitat. Events include progress shots at each build site, wall raisings, home dedications, donor appreciation, etc.

Special Events

Assist with logistics, planning, and coordination.

Homeowner Selection Committee

Oversee homeowner orientations, screen homeowner applications, make home visits, and recommend partner families to the Habitat Board for approval.

Office Support

Work in Habitat's office to assist with filing, data entry, and special projects. Previous computer experience is preferred.

Habitat Young Professionals

Join other service-minded young professionals in committing to bring positive change to the community, build connections, & develop leadership skills through service opportunities and events.

Rock the Block Events

Join us as we introduce a Habitat partner family to their new neighborhood and beautify the community. Tasks for this event include light landscaping, exterior painting, and litter cleanup.

GENERAL VOLUNTEER GUIDELINES

Sign In for All Volunteers

All volunteers must sign in and sign out each time they volunteer. Please do so legibly! These records affect important funding opportunities. Volunteer hours worked outside of construction sites, ReStores, or the office should be kept on a monthly log sheet and turned in to the Volunteer Department at the end of each month.

General Conduct

1. No drugs, alcohol, firearms, or weapons on the premises.
2. No smoking on Habitat sites.
3. No spitting, swearing, coarse joking, rude gestures, or harassment.
4. No clothing with swear words, crude jokes, or crude pictures.
5. There should be no inappropriate or disruptive fraternization between volunteers and any staff.
6. Personal correspondence (i.e., phone calls, emails, etc.) should be limited while volunteering.
7. Physical requirements are dependent on the position you are filling.
   Be sure that you know in advance the requirements for your desired position.
8. Any complaints need to be taken to your supervisor.
9. Any complaints against you will be evaluated by your supervisor.
10. Please be on time. Your fellow volunteers and Habitat staff depend on you.

ReStore Policies

1. Sign in sheets are kept in the Volunteer Center of each ReStore.
   Please sign in and out accurately and legibly.
2. For school or court-required hours, please sign in in the designated binder.
3. Wear clothes you don't mind getting dirty or possibly damaged.
4. Feel free to shop in the store, but not when you are signed-in and volunteering.
5. All pricing is determined by Habitat ReStore staff.
6. Only staff members are allowed to operate the forklift.
7. Sturdy, closed-toed shoes are required, i.e. tennis shoes, hiking boots, or work boots.
8. Do not use headphones on the store floor.

Orientation

Prior to working with Habitat, all individual volunteers are required to read this manual, submit an electronic liability waiver, and create a volunteer profile online. Volunteers have the opportunity to attend one of our optional orientations for a more interactive introduction to the organization.

Check out our volunteer website for upcoming orientation dates:
https://volunteer.habitatmidohio.org

Since attending an in-person orientation is optional, each volunteer event will begin with a brief orientation to ensure everyone is familiar with Habitat and its policies.

JOBSITE SAFETY

Safety Guidelines

Habitat is trained in safety guidelines and follows OSHA standards for all volunteers working on a construction site. Habitat provides volunteers with tools and equipment, hard hats, safety glasses, work gloves, and hearing protection.

The Project Leads will ensure that safety equipment is used as required.

1. Each work day will start with a safety talk.
2. All volunteers must be at least 16 years old to be on a construction site.
3. Anyone under 18 must have a waiver form signed by a parent or legal guardian and be accompanied by an adult (21 or older).
4. Everyone must complete an electronic liability waiver form before starting work.
5. Sturdy, hard-soled, closed-toe shoes (work boots or hiking boots preferred) must be worn on all work sites. NO SANDALS OR SLIP-ON SHOES ALLOWED. Puncture resistant, safety-toe boots are recommended.
6. Long pants are recommended (shorts are allowed, if weather permits).
7. Avoid loose clothing that might get caught in equipment.
8. Long hair should be tied back/put up so it cannot get caught in equipment.
9. Hard hats and safety glasses must be worn when on a Habitat build site as directed.
10. No one under the age of 18 is allowed to operate power tools.
11. Be sure to drink plenty of water, especially in warm weather. Water is provided at all work sites.





FUNDRAISING & OTHER SUPPORT

As a Habitat volunteer, your time and talents will help families build and buy their own Habitat homes — an experience that fills them with self-worth, hope, and a future of stability. To reach more of the over 20,000 families in Central Ohio who are in need of a decent place to live right now, Habitat also partners with donors.

The number of families that we are able to serve is determined by the amount of money we are able to raise. Please consider expanding your partnership with Habitat for Humanity - MidOhio through the following ways:

Your Gift Matters

A financial contribution to the mission of Habitat for Humanity - MidOhio will extend our reach to even more families. Regardless of the size of your gift, your support can help change the life of another hard-working family.

You can donate online at: ***www.habitatmidohio.org*** or by mail to:
6665 Busch Boulevard, Columbus, Ohio 43229

Engage Your Employer

Many employers will match tax- deductible charitable contributions made by their employees, retirees, and employees' spouses. Some employers will donate funds based on your volunteer hours.

Additionally, we have sponsorship opportunities that will raise positive community awareness of your company and engage your co-workers through the team building experience of volunteering on a construction site.

You can donate to Habitat through workplace giving campaigns.

Ask your employer if you can organize fun, company-wide events to help raise funds and awareness of Habitat, like a "dress down" day — maybe one that even includes hard hats and tool belts! — or a Habitat Lego House Build competition.

Engage Your Place of Worship

Adopt-A-House Faith Partnerships are coalitions of churches and other faith groups that provide Habitat house sponsorship in the form of partial funding, volunteer labor, and construction leadership.

Donate In Honor or Memory of a Loved One

Habitat MidOhio is humbled to accept gifts in honor of a special group or person in your life.
Perfect for any occasion — weddings, birthdays, or holidays! We also accept donations in memory of loved ones. Habitat MidOhio will send an acknowledgment card to the individuals or families letting them know of your generosity for each memorial or honorarium you make.





Interested in learning more, or have a different idea?

Please contact our Development department: Jami Keller, Chief Development Officer at *JKeller@habitatmidohio.org* or at (614) 484-1868.

Donate New or Reusable Home Improvement Materials to One of Our ReStores.

ReStore Wilson Road
240 N. Wilson Road
Columbus, Ohio 43204

ReStore Westerville Road
3140 Westerville Road
Columbus, Ohio 43224

ReStore Bethel Road
2555 Bethel Road
Columbus, Ohio 43220

Call the ReStore Donation Line at (614) 364-7028 to schedule a free local pickup of your large donations.









HABITAT MIDOHIO'S VOLUNTEER WEBSITE INSTRUCTIONS

CREATE A NEW USER

1. Head to the Habitat MidOhio Volunteer website at: ***https://volunteer.habitatmidohio.org.***
2. To create a new account, click 'Not Registered Yet, Click Here to Create a Profile'.
3. Fill out the fields on the account creation page.
   When asked if you're volunteering with one of these groups, please let us know if you are volunteering with a sponsoring organization.
   If you are not volunteering with a sponsoring organization, please leave this section blank.
4. Click 'submit'. This will automatically log you into the system.

REGISTER FOR A VOLUNTEER OPPORTUNITY

View Calendar:

- If you prefer to view upcoming shifts in a calendar format, this is the page for you.
- If you are interested in an opportunity, simply click on that opportunity to view more information, then click 'register as an individual'.

View Shifts:

- This page lets you view the same shifts as the calendar, but in a list style.
- If you are interested in any of the shifts, simply click view details to see more information about the shift. If you'd like to register for this shift, click 'register as an individual.'
- If you are volunteering with a sponsoring organization, go to 'sponsored build shifts' to view upcoming shifts.

  **NOTE: You must indicate which sponsor you are volunteering with when creating your profile.*

- If you are interested in any of the shifts, simply click view details to see more information about the shift. If you'd like to register for this shift, click 'register as an individual.'

Please make sure you click the "submit" button to complete your registration. You will receive a confirmation e-mail shortly after submitting.

If at any time you are unable to make an event, please sign in and click on the "Cancel" button to the right of the date, so that others may fill your spot.

If you have any questions or experience any problems using the volunteer website, please contact the Volunteer Department at (614) 364-7015.

If electronic registration is not convenient for you, please contact a member of the Volunteer Department for further instruction.

When searching available opportunities, we suggest utilizing the filters at the top of the page. This will allow you to narrow down the opportunities seen on the calendar.

Habitat for Humanity®
MidOhio

Please complete an electronic waiver by using the QR code or link below:

Don’t have a smart phone? Use this link:

https://waiver.smartwaiver.com/v/habitatmidohio/

If you prefer to complete a paper waiver, we will have some available on site at your first shift.

Habitat for Humanity® MidOhio | ReStore®

Seeking to put God's love into action,
Habitat for Humanity-MidOhio brings people together
to **inspire** hope, **build** homes, **empower** families,
and **develop** communities.

For More Volunteer Information or Questions:

Deb Light, Director, Volunteer Services
(614) 364-7020 / dlight@habitatmidohio.org

Kristen Foos, Volunteer & Community Resource Manager
(614) 364-7030/ kfoos@habitatmidohio.org
www.HabitatMidOhio.org
614-HABITAT (422-4828)



Habitat for Humanity-MidOhio
Family & Program Center, powered by the AEP Foundation
6665 Busch Boulevard, Columbus, Ohio 43229

ReStore Bethel Road
2555 Bethel Road, Columbus, Ohio 43220
ReStore Westerville Road
3140 Westerville Road, Columbus, Ohio 43224
ReStore Wilson Road
240 N. Wilson Road, Columbus, Ohio 43204

Follow us online at @HabitatMidOhio @MidOhioReStore