

VOLUNTEER INFORMATION PACKET

Thank you for your interest in volunteering with Habitat for Humanity of Greater Newburgh! The following is a packet of information about Habitat Newburgh and our volunteer opportunities and policies. If you have any questions, please give us a call at (845) 568-6035.

BASIC INFORMATION:

-The main volunteer days are Wednesdays and Saturdays from 8am- 1pm.

-Sites are active Tuesday through Saturday- call the office if you are interested in volunteering on a Tuesday, Thursday or Friday. Check out "Events" on Volunteer Hub to see which sites are open on any given day (for instructions on using Volunteer Hub, see HOW TO SIGN UP).

-There is a coffee break each Wednesday and Saturday from 10-10:30am.

-On Wednesdays, coffee break is at the First Congregational Church, at 44 Liberty Street.

-On Saturdays, coffee break is at Calvary Presbyterian Church, at 120 South Street.

-We work rain or shine (or snow), so check the forecast and dress appropriately. In the very rare case of a weather cancellation, notice will be emailed to everyone signed up for that day on Volunteer Hub.

-Volunteers of all skill levels are welcome! Every job is important. No matter where your talents lie, you can help us in our mission to build safe, decent, affordable homes.

Groups: Groups of 5 or more must call the office (845) 568-6035 to schedule their volunteering. Forms for groups can be found on our website at www.habitatnewburgh.org under "Volunteer." Work days and hours other than the usual Wednesdays and Saturdays can be arranged for groups of 5 or more.

Youth: All on-site volunteers must be 16-years-of-age or older. Volunteers ages 16-18 must have a signed parental waiver and must volunteer with a parent or guardian ON-SITE throughout the workday. Waiver Forms can be printed from our website, www.habitatnewburgh.org. There is a link on the main page for a list of forms that may be printed. Select "Parental Waiver of Liability for Volunteering Minor" and print.

Community Service Hours: Any volunteer who needs to record community service hours must print out the "Community Service Tracking Form," available on our website (www.habitatnewburgh.org). This is the only form that can be used as proof of hours- the Habitat offices do not keep records of these hours. It is the responsibility of the volunteer to sign-in every day, introduce themselves to the House Captain, and get the form initialed by the House Captain or the Assistant Construction Manager each week.

Non-Construction Opportunities: We have various non-construction volunteering opportunities available including serving on one of our committees (see Committee Corner section for details), organizing materials at the Kimball Building, helping in the office, or volunteering at special events. If you are interested in any of these opportunities, call our office, (845) 568-6035.

-If you are interested in working at the **ReStore**, you must complete an orientation and training session (held the third Thursday of each month) prior to beginning there. Once you have attended one of these sessions, you can sign up to volunteer at the Restore on Volunteer Hub. Call (845) 565-1789 to sign up for a training session or if you have any questions about the ReStore.

HOW TO SIGN UP:

WE ASK THAT ALL VOLUNTEERS SIGN UP THROUGH VOLUNTEER HUB EACH TIME THEY VOLUNTEER ON SITE.

-Go to our website at www.habitatnewburgh.org. On the main page, click on the Volunteer Hub Icon on the right. This will bring you to the Events page of our Volunteer Hub website.

-Click "Sign In" in the upper right hand corner. If you are a returning user, enter your username and password. If you are new to Volunteer Hub, click "Register" and enter your information.

-After signing in, you should be brought back to the Events page. Scroll down to see all volunteering opportunities listed by date.

-To learn more about any event listed on Volunteer Hub, click on the name of the event. This will show you a map of its location and a description of the phase of construction so you will know what type of work to expect.

-To sign up for an event, simply choose a listing at the desired site and date and click the "Sign up" button on the left-hand side. Each event has a limit on how many people can sign up and you will be able to see how many available slots are left.

- If you are bringing friends with you to the worksite, let us know how many under "Guests."

-If you have any problems, or if you do not have access to the internet, give us a call at (845) 568-6035 and we will be glad to help you.

WHAT TO BRING:

-Dress appropriately! This means thick soled shoes, preferably work boots- absolutely no sandals! Clothing should be comfortable but not overly baggy (especially when working with power tools). Layers are a good idea because they allow you to adjust your apparel to changing weather conditions or tasks. On sunny days, hats and sunscreen are also recommended.

-You can bring your own work gloves, tool belt, safety glasses, and basic tools if you have them. If you do bring your own tools, make sure they are well-labeled or kept in your tool belt at all times to avoid mixing them up with Habitat tools. If you don't have any of these items, Habitat will provide them at the worksite. Tools are limited however, so first come, first serve.

-There are snacks and refreshments at coffee break, but you are welcome to bring a bag lunch to eat at coffee break if you don't want to wait until after the work day is over to eat lunch.

WHAT TO EXPECT ON-SITE:

We want volunteering with Habitat for Humanity of Greater Newburgh to be a fulfilling and enjoyable experience. It is an opportunity to learn more about construction, improve a community, and help families achieve dignity through homeownership. Expect to have fun, meet interesting people, and learn something new.

Volunteers arrive on site by 8:00 am. Every morning on site, the House Captain will gather all the volunteers and discuss the work to be done that day. He or she will go over relevant safety concerns, have everyone sign in, and assign volunteers to different tasks. Make sure that the House Captain realizes that you are a new volunteer so that he or she can make sure that you are oriented to the work and to the schedule. Volunteers work on-site from 8am-10am, and then meet at a church for a coffee break and announcements. After coffee break they work again from 10:30 am until 1pm, and then they clean up the site for the day.

Our Site & Construction Manager produces the plans, work list and schedule for all of the sites. The Assistant Site & Construction Manager serves as on-site volunteer manager- he delegates responsibilities, rounds up volunteers who might have expertise in an area, and helps train volunteers. Each site has up to three House Captains. The House Captains' job is to carry out construction according to the approved designs and plans. They supervise all of the volunteers, ensure the quality of the work, oversee the safety of the volunteers, and keep projects on schedule.

Tasks on site differ depending on the phase and nature of the construction. On any given day, crews might be digging foundations, framing, insulating, drywalling, installing siding, installing roofing, installing windows and doors, painting, installing flooring, or completing other tasks. Never do a task that you are uncomfortable with, and don't be afraid to ask questions.

SAFETY:

Habitat for Humanity of Greater Newburgh's primary concern for its volunteers is their safety. Worksite safety is everyone's responsibility and volunteers are expected to maintain a safe attitude on the worksite.

-All volunteers are required to **SIGN IN** every day to ensure that they will be covered under Habitat's volunteer insurance policy. Please include your contact information and current email address. Make sure to sign in on the correct form: New Volunteers, Volunteers Already on File, or Partner Families and Friends. We encourage all volunteers to keep their information up to date and to let us know if their email addresses change. If you are unsure of how to sign in, ask your House Captain.

-Volunteers are encouraged to ask questions, especially when using power tools for the first time or learning new construction techniques. Habitat sites are an excellent place to try new things and learn new skills. However, if you are not sure how to do something, do not attempt it without instruction and supervision.

-If you feel uncomfortable doing any task, don't do it. Ask a House Captain what other tasks need to be done and they will be happy to find you another job.

-Please look over the Volunteer Safety Manual for important tips on how to stay safe while working on site.

ABOUT HABITAT FOR HUMANITY OF GREATER NEWBURGH

Habitat for Humanity of Greater Newburgh is dedicated to providing safe, decent, and affordable housing in partnership with low-income, working families in need. Reaching across racial, religious and cultural boundaries, we seek to restore a sense of community with the common goal of strong neighborhoods and dignity through homeownership.

Habitat for Humanity of Greater Newburgh began its work in 1999 with a group of dedicated volunteers in the east end of the City of Newburgh. Now working on rehabilitation and new construction builds, Habitat strives to rebuild Newburgh's neighborhoods and offer a "hand-up" to hard-working, very low-income families.

Completed Houses to Date: 37

Projects in Progress: 152 Washington St.
56 Courtney Ave.
6 Federal St.
E. Parmenter Street Neighborhood (8 of 24 homes)
58 & 59 Hasbrouck St.

Number of People in Program: 43 Families - 200 people total (63 adults and 137 children)

Habitat's Service Area: Habitat Newburgh strives to eliminate substandard housing. Our work began in the area of greatest need in Orange County—Census Tracts 4 & 5, the east end of the City of Newburgh.

Habitat Partner Families: Our homeowners are hard-working, local families earning 25-50% of the area median income, recognized as being in the 'very low gross income' range and not eligible for a traditional mortgage.

Habitat Homeownership: Habitat offers a hand up, not a hand out. Partner families purchase homes for 20-year 0-interest mortgages. All mortgage payments enable Habitat to build more houses. Families also contribute "sweat-equity." Single-parent families are responsible for 250 hours and two-parent families for 400. Nationally, less than 1% of Habitat homeowners default on mortgages. Our average sale price per home is \$75,000.

COMMITTEE CORNER

A number of standing committees conduct key operations vital to the smooth functioning of Habitat's important work. If you are interested in joining any of the following committees, please call or email us and we will put you in contact with the Chair.

Family Selection Committee

Members of the Family Selection Committee guide our families through the application process. They help fill out applications, review and verify the information received, interview prospective partner families, and carry out home visits. Each year, the Family Selection Committee has the very difficult task of selecting and recommending a 'short-list' of families to the Board of Directors. This committee works closely with the Family Support Committee. Both committees need members fluent in a second language, especially Spanish.

Family Support Committee

Members of the Family Support Committee become 'Advocates' for each family. Advocates work with partner families, before, during, and after construction, and as the families transition to homeownership. Another main duty of Advocates is to monitor and record the partner families' "sweat equity" hours. Advocates also organize the required homeowner classes and help coordinate the dedication of the finished homes. This committee works closely with the Family Selection Committee. Both committees need members fluent in a second language, especially Spanish.

Volunteer Relations & Cultivation Committee

This Committee organizes volunteers needed for the work and activities of the organization. The committee plans orientation to, and safety and training activities for site; hospitality; group work camps such as Collegiate Challenge; and organizes volunteer recognition events. The Committee also helps in the organization of outreach, donor acknowledgement, planning of site tours, and coordinates the Speakers Bureau.

Site Selection Committee

This committee helps identify potential sites for construction or renovation. The committee's activities include working with local government officials on acquiring houses and building lots. They work closely with the Building Committee and construction staff to assure the sites are viable construction sites and suitable for our partner families.

Building Committee

This committee is for people willing to take a leadership position on site as a House Captain. Working closely with our Site and Construction Manager, the committee meets once a month to review and plan all upcoming site work, construction, schedules, and logistics.

Faith Relations Committee

Members of this committee serve as the communications liaison between our Habitat affiliate, area clergy, and congregations of all faiths. The Faith Relations Committee also promotes and coordinates fundraising activities and volunteer drives within the area ministries.

ReStore Planning Committee

A Habitat "ReStore" is a building materials recycling and resale store. All proceeds generated by this project go directly back to the affiliate to help fund their mission of building more houses. Habitat Newburgh has opened a ReStore next to the Habitat headquarters in downtown Newburgh. A small committee of Habitat volunteers, businessmen, accountants, and people with experience in the retail business has been formed to help guide this endeavor. Please contact the Habitat office at (845) 568-6035 for more information.