

Volunteer Guidelines for Central Oklahoma Habitat for Humanity Construction Sites

Central Oklahoma Habitat for Humanity utilizes the help of volunteers to build new homes. Habitat's construction staff provides supervision and all training, tools, material and supplies needed to perform specific activities on the job site. No previous construction experience is necessary, but a positive attitude and a desire to learn are necessary.

Habitat construction sites generally operate Tuesday through Saturday year round; most of these days are available for volunteer scheduling. **Supervision and liability concerns make it necessary to schedule in advance all volunteers at construction sites.**

Whether you are an individual volunteer or plan on bringing a group of 5 or more volunteers, please contact the Habitat office in advance to register and schedule to work. Groups are expected to work a full day and make provisions for their own lunch. Please call Steve Musch at the Habitat office (232-4828) to make a reservation for a building site workday.

It is imperative to have the right number of volunteers. Too many or too few are detrimental to the progress of the job. We ask that all volunteer groups bring the number of volunteers scheduled. If a group can not bring the number of volunteers scheduled, please let the Volunteer Coordinator know as soon as possible.

When you arrive on the job site, it is imperative that you identify the Habitat individual in charge. For a safe work environment to exist, clear lines of communication must be established. Therefore all questions and problems should be directed to the Habitat employee on site.

We all desire to see quick results, but we must also keep in mind that all volunteers do not have equal skills. Everyone must recognize their own limitations and stay within them. The following guidelines will help make the job site safe, orderly and enjoyable.

Our normal hours are 9:00 AM until 3:00 PM with an hour off for lunch starting at around 11:30 AM. We ask that volunteers plan to arrive 10-15 minutes early to sign-in and read and complete one of our liability waivers.

Here are some details about your workday with us:

- Please sign in and out on the sign-in sheet at each jobsite.
- All volunteers must read and sign a waiver form.
- The waiver can be obtained and returned to the office prior to the work day or it can be obtained from the site superintendent the day you work.
- Please remember that the Habitat insurance policy requires all volunteers be 16 years of age or older and youth groups must have a ratio of one adult per five youth ages 16 and 17. In addition to their own signature, volunteers 16 and 17 years old will need to have a parent or guardian sign their waiver of liability form.
- Wear clothing you won't mind getting dirty. Check the weather and dress appropriately. If the weather is warm, remember to bring sunscreen and wear a hat to protect your face. If the weather is cool, dress in layers. Regardless of the season of the year or weather forecast, sturdy, closed heel and toe shoes are required for your safety. **You will not be allowed to work on site in sandals, flip flops, or Crocs.** Work gloves will be provided if you don't have your own.
- Work of this type can be strenuous, especially if you are unaccustomed to physical labor. Please be sure to pace yourself and take breaks when necessary. Even those who are in shape and used to hard labor take a break as needed.
- Drink plenty of liquids while working. We recommend that you bring a container already filled with water, as many of the job sites do not have running water.
- If you bring tools with you, make sure they are labeled. Tools left on site become property of Central Oklahoma Habitat for Humanity for all to use.
- Only qualified individuals should operate tools used on site.
- Many tools can be dangerous if used improperly. If you bring a tool to the work site, be sure that an inexperienced volunteer does not operate it without adequate supervision.
- Please clean up before leaving construction site.
- There will be absolutely no alcohol or tobacco use on the jobsite.

Building a house with other volunteers can be very challenging for everyone involved. You will discover new strengths and talents and gain a great deal of satisfaction from the work you have accomplished.