

## Important Work Day Information for Habitat Construction Volunteers

**Directions to work sites and parking information:** Directions and parking information will always be available on the specific project page of our website as well as on the project information page of the volunteer scheduling calendar. Additionally, we place parking signs in appropriate places near the sites to make it clear to volunteers where they should park their cars. Carpooling is always appreciated.

**Start Time:** Our work day begins at 8:30 a.m. so please arrive promptly for sign in and a safety orientation.

**Safety:** Habitat for Humanity does all it can to ensure the safety of our volunteers. In addition to the safety briefing at the start of the day, a volunteer safety manual and fully-stocked first aid kit are always available on site. We encourage volunteers to look over the safety manual before they come for their work day.

**Clothing:** Please wear appropriate clothing that you do not mind getting dirty, including work boots or sturdy shoes. **No sandals or flip-flops!** Dressing in layers is always a good idea given the changeable weather in Massachusetts. Layers also allow you to work inside or out as needed. Do not bring expensive jewelry or personal items to the site as we cannot guarantee they will not be damaged. You are welcome to bring your own tools, tool belts, safety glasses, work gloves, etc., if you'd like but please ensure everything is clearly marked with your name.

**Cancellations:** To cancel yourself from a work day, please log back into the scheduling site and delete yourself from the volunteers signed up for that day.

In the rare event that HFHNCM has to cancel a work day, you (or your group coordinator) will be notified by telephone and email as soon as possible and every attempt made to reschedule for another date. ***We do not normally cancel work days for rain unless the conditions make the work scheduled for that day dangerous to undertake.***

**If Snow is Forecast:** *Weekdays* - monitor local radio or television. HFHNCM will follow the lead of the school district for the town we are building in. If classes are cancelled, our work site will also be closed. *Saturdays* - HFHNCM will notify volunteers by 3 p.m. the day before if the site will be closed due to snow. All volunteers scheduled for the Saturday (or their coordinator if they are part of a group) will be advised by telephone and email.

**Lunch:** Volunteers should plan to bring their own bagged lunches or arrange for lunch to be delivered to them from a local eatery unless otherwise advised by HFHNCM. The lunchtime break is at noon and usually lasts for half an hour.

**The rest of the day:** Once sign in has been completed, volunteers will be divided up into smaller groups and assigned tasks for the day. Instruction and all necessary tools for the task will be provided. If you are asked to do a task you are uncomfortable with, please let your crew leader or the site supervisor know and something else will be arranged for you. We do ask that you be as flexible as possible, however, and be willing to try new things. You never know, you might really enjoy learning something new and different!

Water and a limited selection of snacks will be available. There are no scheduled rest periods apart from the lunch break but please take breaks as you need, especially if the weather is hot and/or you are doing a strenuous task.

Between 3 and 3:30 p.m. the site supervisor will ask everyone to begin finishing up their tasks and cleaning and preparing the site for the next day's crew. Our goal is to have everyone in their cars and heading homeward by 4 p.m. with our thanks for a great day's work!