

Construction Site Host Responsibilities

The site host arrives between 20 and 30 minutes before the other volunteers (who normally arrive at 8:30 am) and gets everything ready for when the others arrive. This includes:

1. Making sure signs are set out showing volunteers where they can park.
2. Helping to set out the site's volunteer supplies inside the construction trailer or outside on a folding table (if the weather's nice or there isn't enough room in the trailer). This will include the first aid kit, insect repellent and sun screen, fire extinguisher, trash and recycling bins, etc. If using a cooler for drinks – make sure this is stocked with bottled water and/or sodas, if available. Make sure a space is set aside for volunteers to store their lunches.
3. From the site host boxes, setting out sign-in sheets, plenty of ballpoint pens, waiver forms, the safety guide binder, duct tape (pieces of tape are used as name badges) and black Sharpie pens. Sign yourself in at the top of one of the sign-in sheets. You're volunteering – we want to credit you for your work! Make yourself two name badges each with the black sharpie and the duct tape. First name only – print large enough so the names can be read at a distance. One badge is affixed to the front and the second is put on the back so everyone knows your name wherever you are.

When volunteers begin arriving:

4. Greet them, introduce yourself, show them where to put their coats, lunches, etc.
5. Have each volunteer sign in on the sheet provided – ask them to print the information (what they write needs to be read later).
6. Ensure each volunteer fills out and signs a waiver form (if they have not brought one with them). Young people between the ages of 16 and 18 must have a completed minor waiver form already signed by a parent or guardian BEFORE they can begin work. Please check that the date is filled in and that full emergency contact details are provided.
7. Have each volunteer make 2 name badges for themselves using the duct tape and sharpies.
8. Monitor parking – make sure volunteers are parking in the designated areas and not blocking the street or the neighbor's properties.

When everyone is signed in and ready:

9. When everyone is signed in and ready, briefly describe Habitat's mission and the current project. Be sure to emphasize how important their contribution is to what we're trying to accomplish. Briefly discuss the importance of safety and awareness on the site and point out the first aid kit and construction safety manual. Introduce the homeowner, if present, then let the site supervisor know the volunteers are ready to begin work.

When the volunteers have been assigned their tasks and begun work:

10. Sort the completed waiver forms alphabetically (again, make sure you have one for each volunteer on the site that day) and file the forms alphabetically in the labeled files in the second site host box.
11. Tidy up as needed.
12. As part of the corporate day experience, HFHNCM provides lunch for the volunteers unless the company specifically declines it. As another way of building community, we approach local churches, civic groups and individuals to see if they will provide lunches for these volunteers. If the person or group providing lunch arrives while you are still on site, please welcome them, show them where they can leave the food and thank them for supporting our mission. Note on the sign in sheet the individual or group's name and set out plates, napkins and any other necessities.

Before you leave:

13. Check the cooler to make sure it's well-stocked.
14. Go through the site host and first aid boxes to ensure they are neat and properly stocked.

15. Fill out a Site Host Checklist and note where we need to restock supplies. On the way home, mail the checklist and the completed sign-in sheets to the office in one of the envelopes provided in the site host box. We need the sign in sheets so we can credit the volunteers for their work.
16. Check with the site supervisor to be sure nothing else needs to be done. If not, let him know you are leaving.

Thank You! Your efforts have helped to ensure the work day is a success.