

Construction

Construction Site Leader: directs and supervises the entire project including the Crew Leaders and volunteers. It is possible for two to three qualified people to share this responsibility throughout the duration of the build.

Experience: The Site Leader should have the experience required to guide the Crew Leaders through most aspects of residential home construction. This person also should have experience in reading construction documents, developing a work plan for a crew, laying out specific material placement, and accurately explaining the layout to Crew Leaders and crews. This individual should be able to delegate tasks and responsibilities, while providing leadership and motivation to the volunteer crew.

Time commitment: Varies according to build schedule. Most builds last 16 weeks with work days on Saturdays.

Construction Crew Leader: works with the Site leader to direct and supervise work crews of three to five volunteers on a specific task. The Crew Leaders show the unskilled volunteers what to do, but always have the Site Leader to go to if they have questions.

Experience: General skills and knowledge of residential construction are necessary. The houses are simple, so Crew Leaders don't need to know everything about construction. They should have the patience and willingness to work with unskilled volunteers.

Time commitment: Flexible. It is preferred that crew leaders work on a site for at least one month.

Skilled Construction Volunteers: work as general volunteers alongside unskilled volunteers and are supervised by Crew Leaders and the Site Leader.

Experience: Some people are handy with tools but are not comfortable being crew leaders. Saturdays go more smoothly, though, if we have handy people working alongside the unskilled volunteers.

Time commitment: Flexible. Even if you can only show up for a Saturday once every few months, that is extremely helpful.

Unskilled Construction Volunteers: absolutely no skills necessary, only a willingness to learn. No time commitment necessary, either. We welcome anyone 16 or older to join us on the worksite and learn valuable construction knowledge from experienced professionals.

Skilled Tradespeople: One of our greatest and most costly needs in home construction is the specific skill that can only be performed by skilled HVAC, electricians, and plumbers. Anyone who has professional experience in this field is a highly prized volunteer. We work flexibly with scheduling.

Family Services

Home Visitation Teams

Conducts home visits of families recommended by the Family Services Committee. Conducts family interview and explains TriState HFH program to family. Completes home visit forms and follows established procedures. Answers families' questions about TriState HFH program during home visit.

Experience: Working with low-income families explaining social services. Friendly and compassionate people are encouraged to volunteer. Home visitation volunteers must be able to maintain confidentiality.

Time commitment: Long-term volunteer opportunity.

Credit Repair Counselors

Credit Repair Counselors (CRCs) work with applicants identified by the Family Services Coordinator who need support in the area of credit repair. CRCs meet with families who have accounts in collections and other derogatory items on their credit report. They also talk with the families about budgeting, debt reduction, and credit repair. CRCs hold families accountable to expectations and deadlines established by the Family Services Coordinator.

Experience: Volunteers with experience in budget education and credit repair are preferred, but Habitat is also willing to train. CRCs must maintain confidentiality.

Time commitment: Long-term volunteer opportunity.

Family Advocates

Meet with newly approved Partner Families to review the THFH program and expectations of partnership. Hold families accountable in turning in sweat equity time sheets and other required documents. Meet with families regarding lot and house choices. Support and encourage families during the pre-construction and construction phases. Assist families in preparation for closing.

Experience: Maintain confidentiality

Time commitment: Works with the family from time of selection until the house closing (~ eight months)

Personal Finance Class Leaders

Lead Personal Finance classes for Partner Families. Use approved financial management curriculum. Emphasize the importance of budgeting, savings, debt reduction, credit repair, and goal setting. Leaders provide resources and support families who have specific issues and questions regarding personal finances.

Experience: Teaching financial management to people without prior knowledge of financial tools. Must maintain confidentiality.

Time Commitment: Long-term volunteer opportunity.

Home Ownership Class Leaders

Lead home ownership classes for Partner Families. Convey basic information about insurance, taxes, and warranties. Encourage families to establish home maintenance savings accounts. Help families to understand the importance of being a good neighbor and living in community. Leaders provide resources for families who have specific questions regarding home ownership.

Experience: Teaching homeowners and basic understanding of various insurance policies, taxes, and warranties.

Time Commitment: Long-term volunteer opportunity.

Administration

Office volunteer

Assists with filing, mass mailings, and other administrative tasks as needed.

Experience: Word processing, filing systems, data entry. Will train if needed.

Time Commitment: Flexible to your schedule. Office is open from 9am-4pm, Monday-Friday.

ReStore

ReStore Volunteer

ReStore volunteers assist with a variety of projects associated with the ReStore. The ReStore accepts donations of construction and remodeling goods. These goods need to be sorted and cleaned. ReStore volunteers can also help organize inventory and assist customers.

Experience: Knowledge of construction/remodeling materials helpful but not necessary.

Time Commitment: Varies according to level of dedication. ReStore hours are Tuesday-Thursday 9-5pm and Friday-Saturday 9-4pm

Development

Development Volunteer

Development volunteers who have experience with fundraising, creating and editing newsletters, special events, and public relations are welcome to contact the office about potential volunteer opportunities.