

Volunteer Group Planning Guide



Habitat
for Humanity®
of Springfield, Missouri

Use this checklist to help plan a group volunteer experience. Knowing this information beforehand will help us schedule your group quickly and easily.

GENERAL QUESTIONS

Are there age requirements for volunteers?

Volunteers must be 18 years or older.

Scope of Work

Most of our groups join our construction team out on a site. Sites include new construction projects that are part of our Homebuying Program or repair projects that are part of our Home Preservation and Repair Programs. Construction site volunteers require no previous construction skills or knowledge. As long as you're willing to help others, we'll teach you what you need to know. . The stage of the build or scope of the repair project will determine your group's tasks for the day. Because of this, there is a wide variety of tasks you might be helping with including; painting, hanging drywall, insulation, siding, and much more.

Group Volunteer Days

We have the ability to accommodate groups weekly on Wednesday - Saturday. Space is limited and shift availability is first come, first serve. We do not like to overlap more than two groups at a time. The easiest way to get your group scheduled is to look at the calendar and send us a few options that will work for your group. After that we can check our schedule, and find the best possible fit.

Volunteer Times/Shifts

Our construction site volunteer shifts run from 8:30 am-11:30 am, 12:30 pm-3:30 pm, or 8:30 am-3:30 pm. While this is the ideal schedule for our construction team, we know that your group is busy as well. We have the ability to break days down into two smaller shifts for groups that cannot all volunteer at the same time due to size or availability limitations. Your group may also choose to leave early as well. If your group needs special scheduling accommodations, please let us know.

Group Size

We don't have a limit of group size; however, we want to allow your group to make the maximum impact while volunteering. Depending on our current builds and needs, groups over 10 may be asked to split among different construction sites. There are some special projects that can accommodate larger groups as well. Just let us know how many people from your group would like to volunteer, and we will devise a plan.

Weather/Build Status

There are many factors that affect the stage of a construction site. The biggest one being weather. Above all, our top priority is the safety of our staff and volunteers and the quality of work we provide. This means that weather or things like permitting and inspecting may affect your scheduled build day. We will do our best to stick to the plan, but sometimes we are unable to. If we need to change the plans for your groups volunteer day or we need to reschedule due to weather, we will contact you as much in advance as possible.

Volunteer FAQs



Do I need any experience?

No. You do not need any prior construction experience or knowledge for any of our volunteer opportunities. Our experienced construction crew will teach you everything you need to know to complete the construction site tasks at hand. All of our jobs at the ReStore are performed alongside our ReStore staff and training will be provided for everything you need to know.

What if we have inclement weather?

If we have inclement weather that closes the ReStore or cancels a construction job site for the day, we will let volunteers know via email as soon as possible. Please watch your email if there is a threat of inclement weather so that you can be notified of our closing/cancellation.

Can I bring someone with me?

Yes. But all volunteers must register in advance prior to volunteering. Anyone planning to volunteer should register at: habitatspringfieldmo.org/getinvolved/volunteer/. If you are planning to bring a group, please email volunteer@habitatspringfieldmo.org to set up a group volunteer opportunity.

Are there other ways to help Habitat?

Yes. You can also help by making a monetary contribution or donating items to our ReStore. We rely heavily on individuals making donations. If every volunteer donated \$10, we could build one additional home every year. Visit our website for more information about donating: habitatspringfieldmo.org.

CONSTRUCTION QUESTIONS

What happens at the Habitat job site?

Habitat staff will greet you, confirm your registration and have you sign the volunteer waiver. Once everyone has arrived, we will begin the volunteer orientation. You will never be asked to do anything you are not comfortable doing. We want you to have a great volunteer experience.

When are construction shifts available?

Construction shifts are available Wednesday-Saturday from 8:30 am-11:30 am, 12:30 pm-3:30 pm, or 8:30 am-3:30 pm. Please arrive 10 minutes prior to your scheduled shift to ensure the build day starts on time and you'll be able to participate in the volunteer orientation.

What are the age requirements for construction sites?

Volunteers on our construction sites must be 18 years or older.

What tools do I need to bring with me?

While you are welcome to bring your own tools if you would like, it is not necessary. Our construction crew will provide you with all of the tools needed for the project on your volunteer day, including safety equipment.

Can I complete court-ordered community service on a construction site?

Unfortunately, court-ordered community service hours must be completed in our ReStore. However, community service that is required through school, employers, etc. can be completed at one of our construction sites. If you have any further questions you can reach our Volunteer Coordinator at volunteer@habitatspringfieldmo.org or by calling 417-829-4001.

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What projects will I be working on?

We typically do not know this until the day of the project or at the earliest a couple days in advance. There are many factors that go into what phase a construction site is in. These include weather, permitting, inspections, sub-contracting, material delivery, and much more. Therefore we never promise what tasks will be completed on a construction site for any given day. If you really need to know we will try our best to give you some possibilities or let you know as soon as we know. It is best to come into a volunteer shift with an open mind, ready to accomplish any task that may be needed that day.

RESTORE QUESTIONS

When is the ReStore open?

The ReStore is open Tuesday through Saturday, 9:00am-5:30pm. You can volunteer anytime during these hours, but we ask that you arrive 10 minutes prior to your scheduled shift to ensure you'll be able to participate in the volunteer orientation.

When can I volunteer at the ReStore?

You will notice our online sign up has morning, afternoon, and full-day shifts listed. You are welcome to choose one of those shifts or create your own. Before you create your own shift you must attend an orientation. Orientations are offered Tuesday - Saturday at 9:00AM and 1:00PM. The first time you visit, you must begin at one of the times that orientations are offered. After that, you are free to have a custom schedule that works best for you. If you need to work a custom schedule that is not offered online, please email volunteer@habitatspringfieldmo.org.

What happens at the Habitat ReStore?

When you arrive for your first shift, a Habitat staff member will give you an orientation and show you what you will be doing that day. Different tasks that you could be performing could include unloading donations, general cleaning, working at the ticket counter, and general customer service.

Can I complete court-ordered community service at the ReStore?

Yes, you can complete your hours at the ReStore. You can use our online system to sign up for these hours and there is no special process needed. Please just notify the volunteer coordinator or a ReStore staff member that you are completing court ordered service and will need verification. Any questions can be directed to volunteer@habitatspringfieldmo.org.