



Building houses, building hope

To: Habitat Site Greeters
From: Habitat for Humanity, Millstone Basin Affiliate Board
Re: Procedures for Greeters
Date: Spring 2009

The role of Site Greeter is an important one and we're very glad you've decided to take it on. Many times the volunteers who show up on the work site have had little or no experience with Habitat. They also have varying degrees of construction experience. When they show up on the work site they are expecting a fun day and want to leave feeling they've done their part to help the community.

It's the job of the Greeter to get volunteers started on the right foot and give them all the information they need to understand what they will be doing, how to do it and, with whom they will be doing it.

The Greeter is expected to set the stage for the day. To be clear the Greeter is NOT expected to teach anyone how to do any of the work on the site. That will be done by the Crew Leaders and the Site Coordinator.

On the next page are the specific things for which you will be responsible in your role as Greeter.

Relax – you probably have one of the best jobs! No one's had any problems yet, they're coming to you with enthusiasm and excitement. All you have to do is point them in the right direction.

Lastly, we want to thank you for stepping forward to help in this role. With most things in Habitat, it is one vital piece of a big puzzle – that miraculously results in a house.

All the Best,

The Board of Directors
Habitat for Humanity, Millstone Basin Affiliate

PO Box 178
Cranbury, NJ 08512
(609) 443-8744
www.habitatmba.org



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Millstone Basin Area Habitat for Humanity -2-

Habitat Site Greeter Build-Day Instructions

Before Arriving: On your way to the site purchase a bag of ice (and, if you'd like, doughnuts and milk for coffee). Keep your receipts and mail them to us for a re-imbusement.

Your Arrival: By 7:15 a.m. at the build site.

Before the Volunteers Arrive:

1. Put on a pot of coffee. (Supplies: coffee pot, bottled water for coffee, coffee, filters, sugar, stirrers, Coffee Mate)
2. Prepare a clipboard with: a) Sign-in sheets; b) Individual release forms and c) Packets of Habitat information

Volunteers Arrive: between 7:30 a.m. and 7:45 a.m.

1. Greet and welcome each volunteer as he or she arrives, introduce yourself as a representative of Habitat MBA.
2. Ask each volunteer to sign in with the time they arrive.
3. If this is the first time they've been on site FOR THIS HOUSE, request them to complete a **Release and Safety Instructions** form. This is a two-side form that requires your signature, address and phone number on the front and initials on the back. A binder with the signed release forms is kept in alphabetical order of all volunteers for this project. Until they've completed the form, they may not work on the site.
4. Anyone who appears to be of school age must tell you their age. Due to the laws of New Jersey and our insurance restrictions, no child under the age of 16 may work on-site when power tools are in use. All minors 16-18 years of age must have parental/guardian consent to participate in house building. Please complete the appropriate **Release and Safety Instruction** form.
5. Remind volunteers that they MUST sign out when they leave. (The volunteer hour totals are used for various purposes including calculating insurance premiums.)

Intro to Habitat Meeting: 7:45 a.m.

1. Gather new volunteers and spend a few minutes talking about the organization. Be sure to mention that:
 - HFH is an ecumenical, Christian housing ministry dedicated to making simple decent housing a matter of conscience.
 - Affiliates are independently run and are responsible for all their own fund-raising, family selection, building coordination, etc.
 - HFH Millstone Basin Area is one of 25 affiliates in New Jersey and 1,700 around the world. Habitat has built more than 300,000 houses around the world, providing more than 1.5 million people in more than 3,000 communities with safe, decent, affordable shelter.
 - Partner families are selected by our Family Selection committee after an open-application period and are selected based on three things:
 - Their need for simple, decent housing;
 - Their ability to pay back a 30-year, NO-INTEREST mortgage
 - Their willingness to partner. They must agree to volunteer 350 "sweat equity" hours toward the construction of their house and the affiliate in general.
2. Ask if there are any questions. If there are any you can't answer, get a name/number so we can get back to them.
3. Mention that we are always seeking people who would be willing to volunteer away from the work site, helping to organize events and run the organization. Make them aware of the list of volunteer opportunities on the Web site or available in the office trailer.

Build Meeting: 7:45 a.m.

1. Gather in a circle everyone on the work-site at that point and lead the group in a prayer.
2. Introduce the Building Coordinator and crew leaders on the site that day.
3. The Building Coordinator or crew leader will then take over, explain the tasks for the day and assign groups for specific work tasks, based on their experience and the needs for that day.
4. Your job is done!

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