**GROUP CONSTRUCTION VOLUNTEER PACKAGE**

**Rules and Guidelines**

***Before volunteering with us you must read this volunteer package, complete the Volunteer Release (Waiver) Form, and submit to us. Please keep pages one and two for your reference.***

**1. Mandatory Safety Orientations** – Your safety is our first concern; therefore, every build site and ReStore conducts a mandatory safety orientation. Please be punctual!

***\*\*\*****Due to our safety program anyone who misses the safety orientation will not be able to volunteer that day****\*\*\****

**2.** **Volunteers must be at least 16 years of age**

* Individual volunteers who are 16 or 17 years of age must be accompanied by a participating parent/legal guardian
* Youth group volunteers have specific supervision requirements that must be met. Contact the Volunteer Department for more information.

**3. Volunteers must have the following abilities:**

* Willingness and ability to learn new skills and apply new skills to different situations
* Ability to follow the instructions of Habitat staff independently
* Ability to climb stairs comfortably
* Adequate vision to do detailed work
* Conversational EnglisAbility to lift and carry at least 15 pounds

**4. Working with Habitat for Humanity is often a strenuous and sometimes physically challenging volunteer position –** To ensure your safety and that of others on location, we require you to report to the site supervisor or manager anything that will affect your ability to safely perform specific tasks. We do not recommend the build sites or ReStores for people with back problems.

**5. Reporting Injuries and Incidents –** Each volunteer must take reasonable care to work safely on their own and with other workers present, and to cooperate with Habitat Edmonton when it comes to workplace health and safety. All injuries and incidents must be reported to a Habitat staff member immediately.

**6. Transportation and Vehicle Use**

* Due to insurance concerns, Habitat for Humanity volunteers will not use their private vehicles for any Habitat business, e.g., picking up food or supplies.
* Volunteers must provide their own transportation to and from the various Habitat volunteer locations.  Habitat for Humanity Edmonton will not reimburse volunteers for travel expenses or mileage.

**7. Online Scheduling of Volunteer Shifts (for individual volunteers) –** If you are a volunteer 18 years of age and older, you can self-schedule your shifts/events online. Visit HFH.org/volunteer and click on the “Register to Volunteer” button to get started. Contact a Volunteer Coordinator if you are a youth volunteer 16 or 17 years of age to schedule your shifts.

* Youth volunteers (16 and 17 year olds) must schedule their shifts directly though a Volunteer Coordinator.
* Volunteers who require *court-ordered community service* must apply to have their hours completed with Habitat Edmonton. Contact the Volunteer Department to apply.
* Agencies wishing to place a client as a volunteer must first contact the Volunteer Department to apply for a placement.

**8. Canadian Legal Work Status –** Volunteers who *are not* legally entitled to work in Canada may still be considered through an approval process and on an individual basis. Contact a Volunteer Coordinator at 780-451-3416 for more information.

***Thank you for volunteering with Habitat for Humanity! This will be a great opportunity to help build your community, learn new skills and share existing ones, and contribute to the future home of a local family!***



**VOLUNTEER DAY INFORMATION**

**Shift Time:** 8:30 – 4:00 pm. \*Prefab Shop only: 8:30 – 4:15 PM

**Mandatory Safety Orientation**

Meet at the job site at 8:15 am. We will provide a SITE SPECIFIC safety orientation for all new volunteers before commencing work, which begins at 8:30 AM. **Be punctual; due to the importance of our safety program, anyone who misses the morning safety orientation will not be able to work.**

**\*Reminder:** For safety reasons it is **your responsibility** to report any limitations that could affect your ability to volunteer to the Site Supervisor on the day of your shift.

**Personal Protective Equipment**

CSA standard (green triangle) footwear, safety glasses (or Over the Glass Safety Glasses for prescription glasses) and hard hats are required; we provide these items for you if you do not have your own. We also provide all other protective equipment required by various tasks.

**Weather/How to Dress**

**We work in inclement weather**. If necessary, we will have an alternate plan for volunteers to work indoors. ALWAYS dress for the weather. If the weather is cold, please bring a hat that can be worn under your hard hat, thermal socks and dress in layers.

* Wear appropriate clothing for a building site and the weather; this includes work gloves and clothes you don’t mind getting dirty**.** T-shirts must have a 4-6” sleeve and long pants must be worn, for safety reasons.
* Baggy clothes are hazardous. Wear close fitting clothing. **You will not be allowed on site in tank tops, sleeveless shirts, open toed shoes, shorts, capris, or dresses.** If, for cultural reasons, you cannot wear pants, we would invite you to contact us about volunteering in one of our Restores. Please understand that we cannot allow dresses on our build sites as we value your personal safety.
* Hair coverings must be snug and allow for a hard hat to go over top and fit snugly.
* We recommend you don’t wear contact lenses. If you choose to wear them, let the site supervisor know.
* **It is strongly advised that you leave all jewellery at home.**
* **NOTE: Habitat for Humanity now requires that you BRING your own set of work gloves. They can be purchased for less than $5 at a local hardware store.**

**Important Contact Information**

**Site Supervisor:** Prefab Shop:Dave Buchholtz 780-587-990-3060

Site Supervisor: Carter Place: Dave Corkery 780-984-6436

**Construction Manager:** Kristian Arnault 780-446-5250

**Volunteer Coordinator Prefab Shop**: Kim Dedeugd 780-451-3416 ext. 223

**Washroom Facilities**

Portable toilets or bathrooms are available for use at each site depending on the stage of the build.

**Food and Beverages**

* Lunch is provided at noon for all volunteers who have been scheduled through the office.
* *If you have special dietary needs please bring your own lunch, but feel free to join in for any part of the meal that suits you.*
* Water and coffee are available on site. Please bring your own water bottle if you wish to have water accessible at all times.
* Feel free to bring snacks, as morning and afternoon coffee breaks are provided.

**Volunteer Release (Waiver) Form and Oath of Confidentiality**

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| --- |
| **This is a legal document. Please read carefully before signing.** |

I understand that working on a Habitat for Humanity construction site, at Habitat ReStore or another Habitat for Humanity project can be an inherently dangerous activity.

I am also aware and understand that while volunteering for Habitat for Humanity Edmonton, I will be covered by the Workers’ Compensation Board in the event of a worksite injury and will receive benefits as defined by the Workers’ Compensation Act.

I hereby release Habitat for Humanity Edmonton, and any other sponsor or organization involved in these projects, from any and all claims or liability for death, personal injury or property damage of any kind howsoever caused, including any claim or liability arising from the negligence of Habitat for Humanity, its agents, servants, or employees and of any person on site, arising out of, or in the course of, my participation in any event in which I choose to participate. This Release and Waiver extends to all claims, foreseen or unforeseen, known or unknown.

I, the undersigned, agree that I will not disclose or make known any partner family information or matter which comes to my knowledge through my volunteer service with Habitat for Humanity Edmonton. I further acknowledge and agree that I will maintain this oath of confidentiality after my volunteer service with Habitat for Humanity Edmonton has been completed.

I further grant full permission to Habitat and/or agents authorized by Habitat, to use any photograph, videotapes, motion pictures, recording or any other record of this event, for any purpose.

Volunteers must be at least 16 years old. Volunteers under the age of 18 must sign as well as their parent/legal guardian.

I agree and acknowledge that by signing this document, I intend for this Release and Waiver to apply to any and all instances of volunteer work that I (or my child) shall perform for Habitat for Humanity Edmonton, now and in the future.

**I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_ (full name) have read and understood this volunteer package and agree to abide by the rules and guidelines outlined by Habitat for Humanity. I verify that I have the required abilities noted and I agree to report limitations that could affect my ability to volunteer for Habitat for Humanity Edmonton. Furthermore, I have read this Release and certify my agreement by my signature below.**

## Personal Information (Please Print Legibly)

Are you legally entitled to work in Canada? 🞏 Yes 🞏 No\*

**\*If no**, contact us directly to begin the approval process.

Name:

Address:

City: Postal Code:

Email:

Mobile Phone:

Home Phone:

🞏 **Yes**, please add me to Habitat for Humanity Edmonton’s mailing list.

🞏 **Yes**, I want to receive electronic communication from Habitat for Humanity Edmonton (required if you want volunteer updates and/or to participate in the On Tap program).

Group Name:

Shoe Size: 🞏 Men’s 🞏 Women’s

T-Shirt Size (Unisex):

**First Aid Certificate holders**: are you willing to be recognized as a first aid provider on site? No 🞏 Yes 🞏

**\*If yes**, please provide a copy of your certificate when you submit this document.

**Signature:**

**Today’s Date** (m/d/y):

|  |  |  |
| --- | --- | --- |
| **Emergency Contact Information** |  | **Parent or Legal Guardian (if volunteer is 16 or 17)** |

Name:

Relationship:

Phone:

Birthdate of Youth (m/d/y):

Name of Parent/Legal Guardian:

Signature: