



MACON AREA HABITAT FOR HUMANITY

Volunteer Handbook

Construction | ReStore | Office

www.maconhabitat.org



690 Holt Ave., Macon, GA 31204
Office: (478) 745 - 0630
ReStore: (478)752-5859
Executive Director:
ihall@maconhabitat.org

volunteer policies

Volunteer Registration

1. Complete and submit the Volunteer Application online, found at www.maconhabitat.org/volunteer
2. Meet with Outreach Manager for training and screening by calling 478-745-0630, ext. 306

Eligibility

Ages 18 and over: welcome to participate in all activities associated with MAHFH.

Ages 16 - 17: allowed to participate in construction work. They may paint or landscape with a guardians supervision. They are restricted from participating in any ultra-hazardous activity such as excavation, demolition, working on rooftops, or using power tools. They are allowed to volunteer in the MAHFH ReStore and participate in MAHFH Neighborhood Revitalization activities such as cleanups.

Under 16: Allowed to participate in limited worksite activities with a guardians supervision. They are not allowed on the worksite while any power tools are in use. They are allowed to volunteer in the MAHFH ReStore and participate in MAHFH Neighborhood Revitalization activities such as cleanups with guardian's supervision.

Volunteer Records

Macon Area Habitat for Humanity will maintain a copy of your timesheet and your Volunteer Application for 5 years.

Volunteer service verification will be provided within 48 hours of a request from the Outreach Manager.

Confidentiality

In the course of volunteering, volunteers may deal with confidential information about others. All volunteers must be willing to agree to keep such information in the strictest confidence. Office volunteers are required to complete a background check.

Smoking

Smoking in the workplace is prohibited except in designated smoking areas. For information regarding the location of smoking areas, consult with the site supervisor.

Volunteer Hours

Office: Monday - Friday, 8:00 am - 4 pm

ReStore: Tuesday - Friday, 10:00 am - 4 pm

Saturday, 9:00 am - 3 pm

Construction: Confirm times with site supervisor

Termination

Volunteers must accept that the relationship between MAHFH and its volunteers is an "At Will" arrangement and may be terminated at any time without cause by either the volunteer or MAHFH.

Image Release

Volunteers are requested to allow MAHFH to use your likeness, voice, and/or words in television, radio, film, or any form to promote activities of MAHFH. If you would like to not be photographed or quoted, please notify a staff member to waive this release. Not signing an image release does not preclude an individual from volunteering.

Emergency Closings

MAHFH strives to ensure the safety of all volunteers. In the event of inclement weather and the MAHFH office should close, the assigned supervisor or the outreach manager will notify volunteers scheduled to perform service via phone of the closing. Closings will be posted on Facebook.

Safety

MAHFH aims to provide a safe and healthy environment for all volunteers. Hard hats, safety goggles, gloves, and vests are provided as warranted. If a volunteer is injured during the volunteer's service, the volunteer must notify his or her supervisor immediately. Seek immediate attention for any injury, no matter how small, and report the injury to a house leader or MAHFH staff member. Volunteers should also complete an incident report and submit the report.

Dress Code

We ask that everyone wear a name tag while volunteering.

Construction

Must-have: Closed-toe shoes with good grip on the sole. Boots are preferred. Please wear long shorts or pants and a t-shirt or long sleeve shirt. We recommend a hat for sun protection.

Restore

Please wear shoes that you can walk in comfortably and clothing that can withstand moving furniture and large items.

Office

Business casual attire. Please dress modestly.

Not allowed

Open-toe shoes, sleeveless shirts inclusive of tank tops, tube tops, spaghetti strap tops, sports bras, and halter tops are not allowed. No suggestive sayings or profanity are allowed on any shirt. Pants and/or shorts must not be tight-fitting. Shorts are allowed but must be no higher than mid-thigh. No mini shorts are allowed. Undergarments must be covered. No skirts and dresses allowed in the ReStore or on the construction site. Fishnet and sheer shirts of any kind are not allowed. Dangling and bulky jewelry of any type are not allowed.

Donate to cover the cost of volunteer supplies

You can help cover the cost of the supplies needed on your volunteer day by donating! Visit www.maconhabitat.org to provide for needed supplies. Contact Lucy Lawhon for more information. lucylawhon@maconhabitat.org, (478)745- 0630, 306. Each day on the construction site is different, and not everyone will use the same materials. Your donation to cover the cost of an item does not guarantee your use of it as we work together to accomplish different tasks.

Volunteer Opportunities

- **ReStore:** Donation pickup, warehouse support, stocking shelves, pricing, housekeeping, customer sales & service, and ReStore events such as annual ReStore Customer Appreciation Day
- **Construction:** New and rehab construction, critical home repair, general maintenance, material handling and delivery, empty building lot maintenance, and provide job site volunteer meals.
- **Office:** Conduct filing, data entry, and general clerical support to Office Manager.
- **Neighborhood Revitalization:** Provide support with community development projects and work within focus neighborhoods.
- **Development/Fundraising:** Grant writing, campaign support, donation thank you letters & invoices
- **Special Events:** Assist with MAHFH events including Light More Homes Christmas Light Show, Home Court Pickleball Tournament, Women Build, and Making Dreams Come True
- **Facility Maintenance:** Cleaning, maintenance, and repair support for MAHFHs outdoor facilities, offices, HabiShop, ReStore, and meeting space at 690 Holt Avenue.
- **Family Support:** Provide support services to families before and after families become homeowners. Serve on the family selection committee and conduct home visits with staff. Help with house dedications.
- **Teach:** Be a volunteer faculty member. Teach MAHFHs homeowner home maintenance and home safety workshops.



About MAHFH

Mission: Seeking to put God's love into action, Habitat for Humanity brings people together to build homes, communities, and hope.

Macon Area Habitat for Humanity was created out of a Sunday School class at Northminster Presbyterian Church in 1986 as an expression of faith in action to address Macon's serious need for affordable homeownership opportunities. The first house was completed in 1987 in the Pleasant Hill neighborhood. The organization remained a volunteer-only nonprofit until 1996 when it hired its first staff members. Today, Macon Area Habitat for Humanity is located at 690 Holt Avenue and has nine permanent staff members. Through collaboration with the Macon community, over 120 families have been served by the affiliate. In 2006, Macon Area Habitat opened the ReStore, selling new and used home improvement supplies to generate revenue to build more homes with Macon families. Since its beginning, Macon Area Habitat for Humanity's volunteers, supporters, and staff have believed that we have the unique opportunity to express our faith in God and love for our fellow brothers and sisters through this dynamic ministry of homebuilding. Millard Fuller, founder of Habitat for Humanity International, wrote, "Habitat is just one huge expression of God's love."

HOMEOWNERSHIP

Macon Area Habitat builds houses in partnership with families who demonstrate a need for housing, the ability to pay, and also a willingness to partner. These homes are sold, not given, to approved homeowner applicants. Moving into and owning a Habitat home improves the quality of life for its residents, not only in their physical surroundings but also by instilling a sense of pride and responsibility which comes with homeownership.