



# Volunteer

**Mailing Address:** P.O. Box 16422

Mobile, AL 36616

**Physical Address:** 3712 Airport Blvd.

Mobile, AL 36608

**Phone:** (251) 476-7171 ext. 231

# VOLUNTEER

Habitat for Humanity of Southwest Alabama relies on the VOLUNTEER support of local individuals, business, civic and faith groups to help make the dream of homeownership possible for families in Mobile and Washington Counties!

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## About us:

Habitat for Humanity of Southwest Alabama is a non-profit, ecumenical Christian housing ministry located in Mobile, AL. HFHSWA is dedicated to eliminating poverty housing as a matter of conscience and action. Habitat builds simple decent houses in partnership with people in need in the community throughout Southwest Alabama. Through donations of time, materials and investment, Habitat houses are sold to families at no profit, financed with affordable no-interest loans.

## Ways to help:

Here are some of the ways you can become a part of this local network of people who can proudly say "I helped build it!"

- Financial Support
- Construction
- Habitat Restore
- Women Build
- Interfaith Build



## VOLUNTEER AND DONATE

### FINANCIAL SUPPORT:

Funding is imperative in accomplishing Habitat for Humanity's goal of building safe, decent and affordable housing. A large majority of the construction materials have to be purchased, while some are donated. It takes capital to buy the materials to build a new home or repair a poverty stricken home. We ask that you consider a financial gift along with your volunteerism. By virtue of our classification as a 501(c)(3) corporation, your gift is tax deductible.

*Remember, without financing, there would be NO  
volunteering opportunities.*



*Please detach and remit with payment*



### FINANCIAL GIFT

Post Office Box 16422  
Mobile, Alabama 36616  
(251)476-7171

Date

Donor Name:


Amount of Gift:

\$10.00	
\$25.00	
\$50.00	
Other	

**THANK YOU!**

# VOLUNTEER

## CONSTRUCTION:

Habitat homes are built by volunteers. No experience is necessary, just a willing attitude and a desire to help! Construction volunteers are guided by our professional construction staff.

### To Be Eligible To Volunteer on Habitat's Construction Site You Must:

- Sign a volunteer waiver
- If you are under 18 years old, have your guardian sign a waiver
- Be able to work a full half or whole shift

Ready to Volunteer?

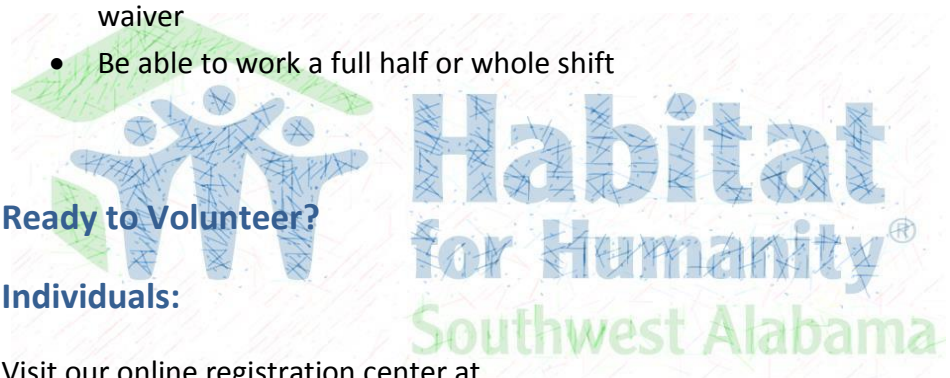
#### Individuals:

Visit our online registration center at

<http://www.habitatswalabama.org/volunteer/> to sign up! Please note that sometimes the demand for build days exceeds the supply, so we may not be able to accommodate your first choice build day.

#### Groups:

If you are interest in coordinating a group of volunteers to work on our construction site, contact Jessica Puig, Volunteer Outreach Coordinator, by phone at (251) 476-7171 ext. 231 or by email at [ipuig@habitatswalabama.org](mailto:ipuig@habitatswalabama.org).





# VOLUNTEER

## CONSTRUCTION FAQ's:

### How long are we expected to volunteer/can I come for part of the day?

- The regular construction shift is from 8:00 am- 4:00 pm.
- Volunteers are expected to show up on time for their shift. You will miss important safety information that is required for you to be able to work on the construction site.
- All volunteers are asked to stay for the entire shift that they signed up for.

### Do I need construction experience to volunteer with Habitat?

- No! All skill levels are welcome. Our trained staff will help you along the way.
- Please note that construction is a physical task and you should be comfortable being on your feet for extended periods of time.

### Where is the construction site located?

- Due to multiple construction sites going on at once, you will be given the address a few days before your shift.

### How do we handle lunch?

- Volunteers need to bring their own lunch.

### Do I need to bring my own tools?

- Volunteers are not required to bring their own tools.
- Please do not bring any power tools with you.
- We recommend that you bring work gloves if you have them.
- Safety and protective equipment (gloves, goggles, and hardhats, etc.) will be available on site.

*\*Please note that all volunteers are required to use the appropriate safety equipment as instructed by Habitat's construction staff.*

# VOLUNTEER

## Can I volunteer more than once?

- Yes! Please keep in mind that Saturday's are often booked months in advance but we do build Tuesday-Friday during the week.
- If you are interested in volunteering on a reoccurring basis you can contact Jessica Puig at (251) 476-7171 ext.231 or at [jpuid@habitatswalabama.org](mailto:jpuid@habitatswalabama.org) to sign up in advance.

## What will I be doing as a construction volunteer?

- We probably won't be able to tell you that until you arrive onsite.
- Volunteers work on the building needs as determined by construction phase and the Construction Team.

\*Please remember that what we ask of you is necessary to accomplish our goal and come with a willingness to try new things!

## Do we work in the rain or excessive heat?

- As long as it is safe and productive-YES!
- If the weather gets really bad, we will stop working early, or put in a half day.
- Remember to dress appropriately for weather.

## What is the dress code for the construction site?

- All volunteers MUST be wearing closed toed shoes.
- If you do not adhere to this rule, you will be sent home. This is for your safety.

## Is there any paperwork that needs to be filled out?

- If this is your first time volunteering with us, you will need to fill out and sign a waiver. You may fill one out on site or it can be emailed to you ahead of time.

# VOLUNTEER

## RESTORE

The Habitat ReStore specializes in selling new and used building materials, home furnishing and appliances to the public at drastically reduced prices. The funds generated from the sale of merchandise help build more Habitat homes!

### To Be Eligible to Volunteer In The Habitat ReStore You Must:

- Sign a volunteer waiver.
- Be at least 14 (17 and under are welcome to volunteer with parent or guardian supervision.)

### Store Volunteers Are Responsible For:

- Stocking shelves
- Pricing Merchandise
- Helping customers with their purchases
- Making sales

### Location and Store Hours:

3712 Airport Blvd.  
Mobile, AL 36608

Monday-Saturday: 9:00 am- 6:00 pm



# VOLUNTEER

## WOMEN BUILD

Women Build is Habitat's volunteer program for women who want to learn construction skills and make a difference by building homes and communities.

### About National Women Build

Women Build is a program of Habitat for Humanity International, sponsored by Lowe's Home Improvement Center. This program puts emphasis on women and their friends working together to fund and build a house. Women Build brings together women from all walks of life to address the housing crisis facing millions of women and children worldwide. Women Build events have helped to construct more than 1,800 houses!

### No Experience Necessary

If you don't have any construction skills, don't worry! Many women come to Women Build sites with no construction skills at all and still make a great impact. Training is provided. You can get involved with Women Build and never enter a construction site. Local Habitat affiliates can use your help with training, travel, donations or office support.

### Volunteer Year-Round With Women Build

Women Build projects are regularly held across the United States and in more than 30 countries. It's not about excluding men, it's about including women!

Women and girls of all ages can participate in fundraising and women and girls ages 16 and up can participate in work site activities. Some worksite activities are also appropriate for girls age 14 and 15 near the end of the building process and all ages can help with landscaping at the end!

If you have ever wanted to learn anything about building or remodeling a house, this is your chance! Our expert site supervisors are on-hand every day and will teach you everything you need to know! Add to that the amazing feeling of helping a low-income family achieve their dream of home ownership!





## CODE OF CONDUCT:

Though it is not possible to list all of the forms of conduct that are unacceptable when volunteering with Habitat for Humanity of Southwest Alabama, the following list provides some examples that may result in disciplinary action up to and including suspension or immediate termination of volunteer activity. Depending on the specifics of the situation and the severity of the offense, any of the levels of discipline may be bypassed and the volunteer placement may be terminated without prior warnings or suspensions. Examples include:

- Theft or inappropriate removal or possession of Habitat property
- Falsification of documents
- Volunteering under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcoholic or illegal drugs in the work place while volunteering
- Fighting or threatening violence in the workplace
- Negligence or improper conduct leading to damage of Habitat or another person's property
- Disrespectful conduct
- Failure to follow a supervisor's reasonable instructions
- Violation of safety or health rules
- Smoking in Habitat's buildings
- Sexual or other harassment or discrimination
- Possession of dangerous or unauthorized materials, such as explosives or firearms
- Inappropriate conduct/behavior which brings discredit upon Habitat for Humanity's mission and/or goals

The following procedures are generally used with respect to conduct and discipline. It is Habitat's policy that any conduct that, in its view, interferes with or adversely affects work is sufficient grounds for disciplinary action. Such action can range from warnings to immediate discharge. Depending on the conduct, disciplinary steps may be enforced by the following methods:

- Verbal warnings
- Written warnings
- Suspension
- Termination

Factors that may be considered in determining the appropriate disciplinary action include: the seriousness of conduct, the volunteer's record, the volunteer's ability to correct his/her conduct, action taken with respect to similar conduct by other volunteers, and any other surrounding circumstances.



## Construction Site Dress Code

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This dress code will be enforced at all HFHSWA job sites  
This dress code has been compiled by HFHSWA, HFHI and OSHA standards.

- Shoes- Closed toed shoes only. Work boots preferred, but thick soled tennis shoes are allowed, Please make sure that tennis shoes have a solid grip on the side.
- Pants/Shorts- Shorts are allowed, but must be at an appropriate length. Undergarments must be covered at all times.
- No skirts or dresses are permitted.
- Shirts- long sleeved, short sleeved, and t-shirts are allowed. No sleeveless. No suggestive or profanity on shirts. Nothing see-through. Abdomen must be covered.
- Jewelry- No dangling or bulky jewelry.

When you volunteer, you are representing Habitat for Humanity. These rules will be strictly complied for safety reasons. If the construction manager deems anything you are wearing as a safety risk or hazard, you will not be allowed to work on the site.

## HABITAT FOR HUMANITY OF SOUTHWEST ALABAMA VOLUNTEER INTEREST FORM

We hope that you continue to volunteer with us in the future. In order for you to get the most out of your experience with Habitat, we would like to know if you have any previous construction experience. If so, please fill this form out and email it to Jessica Puig, at [jpuig@habitatsofswalabama.org](mailto:jpuig@habitatsofswalabama.org)

**Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **Zip:** \_\_\_\_\_  
**Phone (home):** \_\_\_\_\_ **Phone (work):** \_\_\_\_\_  
**Email:** \_\_\_\_\_

❖ Please list any days that you are available to volunteer:

\_\_\_\_\_

### CONSTRUCTION SKILLS-Check areas of interest and skill level

	Professional	Experienced	Able to teach	Semi-Skilled	Willing to learn
Architecture					
Site Preparation					
Concrete					
Layout					
Pre-Fabrication					
Framing					
Roofing					
Insulation					
Electrical					
Plumbing					
Drywall					
Flooring					
Trim/Carpentry					
Painting					
Vinyl Siding					
Cabinet Installation					
Landscaping					
Other					