



Site Hosting... What to do and what to expect

Setting Up

- Set up a long table near the brown zircon storage unit
- Set up the green tent over it. You may need to ask the Construction Manager for help with this.
- Get the purple bin out of the Zircon. All items needed for the day should be in there.
- Set out liability waivers and sign in sheet on the table
- If you made coffee, set out coffee, cream, sugar, cups and spoons
- Set up water cooler with water from outdoor faucet on #805. (ice should be provided to you by the Volunteer Coordinator the Friday before the build day)

Welcoming Volunteers

- As volunteers arrive, introduce yourself and let them know that we are waiting for everyone (or close to everyone) to arrive and then we will get started.
- Make them feel comfortable by providing information that they need.
- Tell them where the sign in sheet and liability waivers are located and have them sign both.
- Some people may bring their liability waiver already signed. Just include it in the clipboard with the rest of them.
- Once the majority of the group has arrived or it is past 8:40am, ask the Construction Manager and all the people on site to join you near the tent.
- Once everyone is near, introduce yourself, the Construction Manager and the Crew Leaders for that day (crew leaders should have orange duct tape on their sleeve), and the partner families on site.
- Thank the group for being there and discuss a little bit about Habitat:
“Habitat provides affordable housing for working families in our community. We have built 30 homes and you will be building our 31st and 32nd today! You are working along side some incredible people today and we hope your Habitat experience is wonderful. “
- Prayer:
Habitat is a faith based organization so we enjoy beginning the day with a prayer. You can say the prayer or ask someone to volunteer to do it.

Safety

A safety briefing begins next, lead by the construction manager. They will go over the safety precautions needed for the day.

Groups

The construction manager should split everyone into groups. I will plan with him each Friday afternoon so everyone should have a meaningful job to begin with. This will change throughout the day. If you see someone standing around, ask the construction manager to instruct them on what to do next.

Lunch Set Up

If you need to pick up the lunch, please do so at the time discussed with the Volunteer Coordinator the Friday before; usually this is around 11:30am. Often, lunch is donated by a restaurant in Durango. Please give yourself enough time to get back by 12:00pm. Set up the table with the lunch, plates, utensils, cups and napkins. Tell the construction manager that lunch is ready and then tell the group.

Lunch Clean Up

After everyone has gone back to work (usually around 1pm) begin cleaning up. Put all leftover plates, cups, etc. in the purple bin. Leftover food can go home with YOU or volunteers! There should be plastic Ziplock bags in the purple bin. Put the bin back in the Zircon, wipe off and breakdown the table, breakdown the tent and put it in the Zircon. That's it- then you head home!

Feel GREAT about contributing to a successful day with Habitat! Site hosts make the day flow smoothly. Construction volunteers would not have nearly as meaningful of an experience without YOU there!