



Volunteering Guidelines

Created Oct. 2011

Volunteers are central to the mission of Habitat Philadelphia, and it is because of our volunteers' collective energy, compassion and enthusiasm that we are a successful non-profit homebuilder. Our organization provides a very unique opportunity for volunteers of varying levels of relevant experience to participate in a wide variety of projects.

Many of our projects carry inherent risks which are often difficult or impossible to avoid. Habitat Philadelphia takes all necessary precautions when working with volunteers on our sites, and we work hard to lower risks as much as possible by giving all volunteers a detailed safety orientation at the beginning of the work day and supervising volunteers throughout the day.

In order to ensure everyone's safety when on our worksites, it is important that all volunteers understand the following information before they begin working with us. We want to work with as many volunteers as we can, and these guidelines help us ensure a productive and fulfilling day for everyone involved.

1. **Volunteering with Habitat Philadelphia is a privilege!** Our sites are supportive environments in which everyone should be comfortable. All volunteers are asked to maintain a mature and respectful demeanor towards others the entire time they are with us. Behavior that is aggressive, demeaning, non-compliant or otherwise detrimental to team functioning will not be tolerated. This includes: racist, sexist, profane or otherwise discriminatory/offensive language; all forms of harassment (including sexual harassment); violations of the law; and any behavior deemed to be serious misconduct. Volunteers behaving inappropriately may be required to leave the site with or without prior warning from staff.
2. **Volunteers should make sure they can meet the physical criteria of the project they're signed up for.** For your benefit, these criteria are listed in each project description posted on VolunteerUp. Please use common sense—we encourage you to challenge yourself while remaining safe and keeping your well-being in mind. If you have questions or are concerned about the physical demands of a project, please contact the Volunteer Coordinator! **It is your responsibility to inform us** of any physical or other limitations that might be relevant to volunteering with us, or any accommodations you'd like us to try to make for you (if the project permits). If we can't make these changes we'll match you with a volunteer opportunity that's better suited to your needs, or we'll work with you to come up with other ways you can support our cause. Remember that volunteers are involved in many different aspects of our organization—at our ReStore, in our offices, on committees and all kinds of support projects. Habitat Philadelphia does lots of things besides construction work!

3. **Volunteers should have the ability to fully understand and follow all directions given by Habitat Philadelphia staff.** When appropriate or requested by staff, an individual volunteer should be accompanied by a companion (such as a case worker, support person, job coach, etc.) to ensure his or her personal safety.

4. **All volunteers work at the sole discretion of Habitat Philadelphia and its employees.** We reserve the right to assign volunteers to a new task as needed. We may ask an individual not to sign up for further volunteer days with us. We may also ask an individual to leave the worksite in the middle of the day, if this is deemed to be in the best interest of the project.