

# Home Repair Volunteer



**Department: Construction**

**Reports to: Home Repair Supervisor, construction crew leader**

## Goals and impact of the volunteer position

- Pikes Peak Habitat for Humanity partners with existing homeowners to provide home repair services. These services help ensure that homeowners, and their families, have safe, well-maintained homes. This allows for Aging in place and improved safety and security for the homeowners.
  - Habitat home repairs serves veterans, older adults, and individuals with mobility challenges to remain safely in their home with dignity and independence. Our affiliate serves individuals with repairs that increase the accessibility of their homes, such as ramps and assistive technology — all supported by our volunteers.
  - Habitat home repairs help existing homeowners with cost-prohibitive repairs such as roof repairs, window, and door replacements grab bars, paint, weatherization, accessibility problems, etc. Through these activities, our affiliate serves households who were at risk of code noncompliance, displacement due to structural issues, or loss of insurance coverage — all supported by our volunteers.
  - Habitat home repairs help revitalize neighborhoods and create vital community connections.
- Volunteers are at the heart of Pikes Peak Habitat's Home Repairs and brings new skills and capacity to better serve our community.

*Pikes Peak Habitat for Humanity's mission is seeking to put God's love into action by bringing people together to build homes, communities, and hope. Our vision is a world where everyone has a decent place to live.*

## Location and service environment

- One service site.
- Multiple service sites.
- Remote.
- Hybrid (on-site and remote).

## LOCATION

Volunteer addresses vary based on current project locations. Specific service locations will be available after your registration. You will also receive the volunteer service address in your confirmation email.

- You can expect to volunteer in neighborhoods or communities in El Paso county.

## WHAT TO EXPECT IN YOUR SERVICE ENVIRONMENT

- At a Habitat home repair site, you will help repair homes alongside staff members, future homeowners and volunteers.
- The repair location is an active construction site. A volunteer code of conduct and safety guidelines must be followed to ensure a positive experience for everyone. Volunteers should be prepared to perform construction-related tasks, based on training received on-site as part of the larger team.
- Some construction tasks take place outdoors; exposure to weather elements should be anticipated.
- Bringing a refillable water bottle is recommended.

- Restroom facilities will be provided. Please bear in mind that these are portable facilities.
- No construction experience or skills are necessary for this volunteer position; Habitat staff members and lead volunteers will provide all necessary training and education.

## **DRESS CODE**

### **Required**

- Sturdy closed-toe and closed-heel shoes.
- Shirts with short or long sleeves.
- Long pants.
- Appropriate attire for the weather.
- Clothes you do not mind getting dirty or potentially stained.
- Sack lunch.

### **Recommended**

- Layers to adjust to changing temperatures.

### **Please note**

- Please do not wear clothing with images that might be considered offensive or inappropriate. Remember that you will be representing Pikes Peak Habitat for Humanity during your volunteer time.
- As a safety consideration, avoid loose-fitting or baggy clothes.
- All repair site staff members, volunteers and visitors are required to wear any personal protective equipment, or PPE, deemed appropriate by site management for the work underway. This includes a hard hat and safety glasses for all individuals on site. Please take this consideration into account when planning any headgear. All necessary PPE will be provided by Habitat site management.

## **TIME COMMITMENT**

- Home repair volunteer opportunities are scheduled based on the projects and homeowners that are approved by the home repair program staff.
- We are looking for volunteers interested in coming once a week or more. Repairs will be scheduled Mondays through Fridays from 8:30 AM to 4:30 PM. The timeframe may be flexible if needed.
- Volunteers are encouraged to stay for their entire scheduled time to ensure the goals for the day are met.

## **Skills and qualifications**

- Volunteers must be 16 or older to participate. If the volunteer is 16 or 17 years old, the available tasks are limited and must be discussed with Habitat staff before volunteer shift.
- No experience is necessary, but all volunteers should have the following:
  - Support of and belief in Habitat's mission, vision, and values.
  - Openness to learning new things.
  - Ability to work as part of a team.
  - Ability to follow safety guidelines and project directions.
  - Reliability in your schedule and communication.
  - Willingness to embrace our community partners and neighbors as you build community with us.
  - Ability to be mindful of your environment and use sound judgment.

## Tasks and responsibilities

Tasks and responsibilities vary based on the home repair schedule. Please be aware that expected tasks may change before you arrive based on the nature of the repair scheduling and potential weather. Potential tasks include:

- Site preparations.
- Modifications for accessibility.
- Gutters.
- Roof repairs.
- Window and door replacement.
- Siding installation/repair.
- Insulation installation and air-sealing.
- Drywall installation.
- Exterior or interior painting.
- Landscaping.
- Finish work.
- Site cleanup and maintenance, as necessary.
- Other necessary tasks.

Construction projects may require the use of the following tools provided by Habitat:

- Hammers
- Tape measures
- Utility knives
- Siding snips and shears
- Power tools
- Other tools based on your training or comfort level and as needed to complete the project tasks.

All volunteers agree to:

- Complete all required Habitat volunteer applications and waivers.
- Follow the Habitat Volunteer Code of Conduct attached to this volunteer position description.
- Abide by all safety policies and procedures.
- Take direction on assigned tasks from construction leadership.
- Contribute to a safe, respectful, and inclusive job site culture.
- Communicate effectively with the construction team.
- Be respectful of time and commitment to scheduled volunteer shifts.
- Take seriously their ethical responsibilities to safeguard our intended beneficiaries, their communities (especially children), and all those with whom we work. In line with the prevention of sexual exploitation and abuse.

## Orientation and training opportunities

Orientation and training will help you learn more about Habitat and your volunteer role. This volunteer position includes:

### REQUIRES VOLUNTEER INTERVIEW

- Potential volunteers will be interviewed by the Home Repair Manager.

### REQUIRED VOLUNTEER ORIENTATION

- Volunteer orientation to be completed upon your first volunteer shift.

### SAFETY TRAINING

- Habitat construction safety video, to be viewed before your first volunteer shift.
- Safety briefs at the beginning of your first volunteer shift or as scheduled.

## **ADDITIONAL TRAINING**

- On-the-job training for repair projects and tasks.

## **Benefits of volunteering**

- Making a difference by helping meet a critical community need.
- Networking with and meeting new community members.
- Positive social and physical health benefits.
- Learning new skills.
- Additional training opportunities for construction and other volunteer positions.
- Invitations to local Pikes Peak Habitat for Humanity volunteer events.

## **How to get involved**

- Visit <https://pikespeakhabitat.org/volunteer/> to complete a volunteer application.
- Email [volunteer@pikespeakhabitat.org](mailto:volunteer@pikespeakhabitat.org) or call (719) 290-1969 to get more information.

## **About Habitat for Humanity**

Habitat for Humanity, founded in 1976, is a global Christian nonprofit organization that grew out of an intentionally multiracial community in rural Georgia. Seeking to put God's love into action, Habitat brings together people of all faiths and people of no faith to build homes, communities, and hope. Working alongside each other, we help families and individuals build and improve places to call home and achieve the strength, stability, and self-reliance they need to build better lives for themselves. Habitat seeks to engage volunteers who have a willingness to affirm these principles and values.

At Habitat for Humanity, we embrace a history rooted in creating equity and take our mission seriously by courageously committing to a culture and workplace where all feel safe, welcome, visible, respected, supported, and valued. As an equal opportunity organization, we realize that our success depends upon building an inclusive workforce and volunteer force of diverse perspectives and encouraging people of varied races; ethnicities; national origins; tribes; religions; ages; gender identities and expressions; sexual orientations; marital statuses; disabilities; veteran, Reserve or National Guard statuses; socioeconomic statuses; and thinking and communication styles to engage with us.

We also require that all staff members and volunteers take seriously their ethical responsibilities to safeguard our intended beneficiaries, their communities (especially children), and all those with whom we work. In line with the prevention of sexual exploitation and abuse, certain volunteer positions require a sex offender registry check. All volunteers will be held accountable to upholding our policies on ethical behavior, including safeguarding and whistleblowing.

## Habitat for Humanity Volunteer Code of Conduct

Becoming a Habitat volunteer comes with great rewards and responsibilities. Volunteers like you are representatives of Habitat for Humanity and its ministry. When you accept a volunteer role with Habitat for Humanity, you are committing to act in a way that promotes Habitat's mission, respects the local community, and ensures the safety of all participants. In addition to complying with all laws, regulations and Habitat for Humanity policies, all volunteers are expected to follow the volunteer code of conduct outlined below.

1. **Promote a respectful community:** Treat all volunteers, employees and community members with respect, courtesy, and dignity. This includes avoiding the use of humiliating, demeaning, offensive, or otherwise insensitive language that fails to respect the dignity of the person. Volunteers are also expected to refrain from engaging in intimidation, physical, sexual, and/or emotional violence toward others. Help promote a welcoming, respectful environment by making efforts to understand and honor the local culture and by following all rules and policies set forth by a Habitat program staff member or supervising volunteer. Use of social media should be governed by the principles of respecting and protecting vulnerable populations while preserving their dignity and privacy. You are discouraged from posting anything on social media that permits beneficiaries from being identified and/or traced.
2. **Respect the human rights of all people and protect beneficiaries and community members from exploitation and abuse.** All Habitat volunteers must model behavior consistent with the Habitat for Humanity International Safeguarding Policy which protects staff, beneficiaries, and community members (especially vulnerable adults and children) from exploitation and abuse. Inappropriate physical or sexual relationships with other volunteers is prohibited. Under no circumstances may volunteers engage in sexual activity with a child (a person under the age of 18, regardless of the legal age of consent and local laws), any Habitat staff or beneficiaries, or any community members. This includes not procuring commercial sex acts, even where such activities are permitted by local laws.
3. **Prioritize site safety:** Safety rules and guidelines on the volunteer site have been created to keep you and others safe as you volunteer and must be followed. Activities that pose a safety risk to yourself or others should be avoided. Report any unsafe working conditions to the onsite supervisor.
4. **Uphold a zero-tolerance policy for alcohol, drugs and weapons:** The purchase or possession of drugs or weapons is strictly prohibited on Habitat for Humanity property and volunteer sites. The purchase or possession of alcohol is also strictly prohibited on Habitat for Humanity volunteer sites, even if permitted by local laws or by the laws of the volunteer's home country.

5. **Follow the gift giving policy:** To avoid potential misunderstandings, embarrassment, injured feelings or jealousy, volunteers are asked not to exchange gifts with Habitat beneficiaries, staff members or community members without consulting Habitat staff. Volunteers may speak with a staff member about appropriate ways to exchange gifts and our staff is happy to suggest gifts that will benefit the entire community.
6. **Protect ministry assets:** Use reasonable care to protect all Habitat for Humanity resources. Stealing, misappropriation or diversion of Habitat for Humanity funds, property, or other assets for personal benefit is not permitted, nor is otherwise engaging in fraudulent activity regarding Habitat for Humanity's assets, operations, or beneficiaries.
7. **Maintain confidentiality:** Build trust with other volunteers and Habitat for Humanity by respecting the confidentiality of volunteers, staff, Habitat beneficiaries, and community members. Unless you receive prior written approval from HFHI, you will not disclose confidential HFHI information or confidential information given to you by others.
8. **Speak up!:** Habitat for Humanity embraces a "see something, say something" culture. If you become aware of potential misconduct, help reinforce our culture of courage and accountability by sharing your concerns with an appropriate Habitat staff or supervising volunteer. You can also anonymously report potential misconduct by reporting a claim to the confidential Habitat Ethics and Accountability Line at (877) 434-4435.

I acknowledge that I have read, understand, and agree to be guided by this volunteer code of conduct.

I commit to helping to safeguard the rights and dignities of all people I encounter during my volunteer service with Habitat.

I understand that I have a responsibility to report any potential misconduct to an appropriate Habitat staff or through the **Habitat Ethics and Accountability Line**.

I understand that Pikes Peak Habitat for Humanity has the right to release me from my volunteer position at its discretion. I also understand that I am responsible for any costs that I may incur due to a violation of the code of conduct.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

**If a minor volunteer:**

Signature of parent or guardian: \_\_\_\_\_

Date: \_\_\_\_\_

Name of parent or guardian: \_\_\_\_\_

