



## Volunteer Site Coach Job Description

*Mission Statement: By the grace of God, Wichita Habitat for Humanity improves lives by building homes and facilitating successful home ownership with people in need of simple, decent and affordable homes.*

**Purpose:** To provide leadership for volunteer teams as they partner with Wichita Habitat for Humanity to build houses.

**Timeframe:** Variable ó minimum of 4 hours at a time

**What is a Site Coach?** Site Coaches are a special group of volunteers who not only bring construction skills and knowledge to the work site, but who are also the willing souls who guide and direct the less skilled volunteers.

- Working knowledge of construction to the jobsite plus ability to lead/teach volunteers.
- Guide and direct a crew (5-10 people) in completing a task.
- Not experts, but do have general construction skills and willingness to receive guidance on the õHabitat wayö.

### **Qualifications/Leadership:**

- Knowledgeable of construction methods and safety issues.
- Knowledgeable of Wichita Habitat for Humanity organization
- Willing to teach others and answer questions
- Punctual and willing to arrive 20-30 minutes before other volunteers to be prepared for the dayø activities.
- Willingness to lead small groups including Wichita Habitat partner families.
- Patience and flexibility
- Strive for excellence ó not perfection
- Some experience reading and understanding house plans is helpful
- General knowledge of hand and power tools, construction sequence, and safety procedures

### **Site Coach Daily Details:**

- Arrive at the work site 20-30 minutes before the other volunteers to assist the construction staff with set up and to receive instruction of the dayø tasks.
- Assist construction staff with volunteer registration. When volunteers arrive they need to complete the following:
  - Waiver of Liability ó which protects WHFH (needs to be filed in site specific box)
  - Sign in to Site Log of Volunteers by Location ó this helps us track our volunteer hours for grants and progress.
  - Fill out a name tag

- Assist, if needed, with pre-construction orientation and devotion. (History and facts about Habitat for Humanity, devotion, and prayer).

*Example of history/facts covered*

- Selected families are called "Partner Families" and they contribute 250-400 hours of sweat equity to WHFH.
  - Families are selected on the basis of
    - Need for inadequate, expensive, unsafe, or unstable shelter
    - Ability to pay for families are at 30-50% of median income, but have the ability to repay the loan (houses are sold at no profit and mortgages are 20 years at 0% interest).
    - Willingness to partner and demonstrate a willingness to attend WHFH classes and complete their sweat equity hours.
  - WHFH homes are simple, decent, and affordable for ownership, but we take great pride in doing quality construction.
- Directions/Preparation for work:
    - Do a safety talk on ladder placement, use of box cutters, etc. based on the day's tasks.
    - Point out where the water is located as well as the restroom facilities.
    - Explain the day's tasks and ask volunteers to pick where they want to work. Give them thanks for their time (and WHFH thanks YOU for yours)!
  - End of day:
    - Stop work 30 minutes before the end of the day/shift.
    - Ask volunteers to help clean up the tools, put them neatly back in the tool shed, clean up debris in and outside of the house.
    - Lock up the tool shed and the house.
    - Thank everyone for their effort and time.
    - Place paperwork in site box.

***THANK YOU SO VERY MUCH FOR YOUR LEADERSHIP AND HELP!***