



Warren County Habitat for Humanity
49 Park Avenue
Washington, NJ 07882
(908) 835-1338
www.warrenhabitat.org

VOLUNTEER OPPORTUNITIES

Dear Volunteer:

Thank you for your interest in Warren County Habitat for Humanity. We have a simple philosophy of people working together to eliminate poverty housing: lending “a helping hand rather than giving a handout”.

The heart of WCHFH is our volunteers. The volunteers who work on the houses are the most visible, but there are very important volunteers behind the scenes who make everything we do possible. These volunteers make up the board of directors, committees and office support staff. A brief description is offered below. Once you have decided where you would like to help, **complete the Volunteer Interests/Skills Survey and return it to the address noted above or via the web.** We will contact you to discuss your choices.

Thank you for your interest and anticipated support.

COMMITTEES

Building and Site Selection: Plans, organizes, coordinates, and implements the actual construction or renovation of the homes. Helps with pricing/acquisition of materials, tools, and supplies for construction. Ensures that good safety practices are followed at all building sites. Searches for appropriate property/homes for Habitat to build or renovate. Makes recommendations for acquiring property

Business Relations: Promotes WCHFH to county businesses. This committee coordinates activities specific to Warren County businesses and their employees.

Church and Youth Relations: Serves as liaison to the faith community with the goal of involving them in Habitat activities such as volunteerism and fundraising. Responsibilities include coordinating International Day of Prayer and Action for Human Habitat; Devotions, Groundbreakings, Dedications and Special Events; and, Resource Development and Giving Programs for Churches. Works with youth to encourage the volunteers of tomorrow.

Family Selection and Support: Develops policies and processes to select those in greatest need of decent affordable housing. Tasks include: development of sweat equity plan, development of family selection criteria, design of homeowner application, and contact with potential applicants, review and analysis of applications, selection of likely homeowners, and home visits to prospective homeowners. Also serves as liaison to the prospective homeowner/partner family. Helps families manage home ownership and other problems. Provides a mutual support system, educational opportunities, and a forum for discussions.

Finance: Implements financial and fundraising policies and goals of the board of directors. Subcommittees include fundraising, grant writing, and accounting.

Public Relations: Implements public relations policies and goals of the board of directors. This committee works to publicize the work of Habitat to the public. Responsibilities include: newsletter, brochures, website, speakers bureau, media relations and marketing materials.

Volunteer Recruitment and Coordination Committee: Recruits and coordinates the volunteers in order to carry out the ministry of Habitat for Humanity. The responsibilities include: identifying, recruiting, orienting, utilizing, and recognizing the volunteers and maintaining the database of volunteers, as well as lunch coordination for volunteers

Thank You!

WCHFH Volunteer Interests / Skills Survey

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Mailing address, if different: _____

Office Telephone: _____ Home Telephone: _____

E-mail (*authorizes Habitat to contact you via e-mail*): _____

Under age 18, please state your age: _____ Available to Work Weekday and/or Weekend: _____

Occupation, or if student name of school: _____

Organization or Affiliation: _____

Do you own or have access to resources that might be helpful to Habitat (*e.g., equipment, people, corporate sponsorship, etc.*).

Please specify: _____

Please check if you would be willing to serve on one of the listed committees. This will require continuous and regular participation. (Please see reverse side for a description of committee responsibilities).

- | | | |
|---|---|---|
| <input type="checkbox"/> Board of Directors | <input type="checkbox"/> Building and Site Selection | <input type="checkbox"/> Business Relations |
| <input type="checkbox"/> Church & Youth Relations | <input type="checkbox"/> Family Selection and Support | <input type="checkbox"/> Finance & Accounting |
| <input type="checkbox"/> Public Relations | <input type="checkbox"/> Volunteer Recruitment & Coordination | |

TO VOLUNTEER:

1. Please check the box in area(s) where you are skilled or would like to volunteer.

2. Indicate your skill level by writing the appropriate number in the box:

1 = Skilled and Experienced

2 = Semi-Skilled/Self-Taught Handyperson

3 = Unskilled but FULL of enthusiasm and a willingness to learn

4 = Professional and Licensed

Administration:

- | | | | |
|--|--|---|---|
| <input type="checkbox"/> Media Relations | <input type="checkbox"/> Grant Writing | <input type="checkbox"/> Newsletter | <input type="checkbox"/> Business Recruitment |
| <input type="checkbox"/> Public Speaking | <input type="checkbox"/> Legal Work | <input type="checkbox"/> Fund-Raising | <input type="checkbox"/> Coordinate Meals for Building Site |
| <input type="checkbox"/> Church Relations | <input type="checkbox"/> Volunteer Recruitment | <input type="checkbox"/> Scrapbooking/Historian | |
| <input type="checkbox"/> Bookkeeping (requires knowledge of Quick Books Pro) | <input type="checkbox"/> Graphic Design | | |

Office Work:

- | | | |
|-------------------------------------|--------------------------------------|---|
| <input type="checkbox"/> Data entry | <input type="checkbox"/> Mailings | <input type="checkbox"/> Making and Returning Calls to Vendors and Volunteers |
| <input type="checkbox"/> Typing | <input type="checkbox"/> Photography | <input type="checkbox"/> "Gopher Team" - Pick Up Donations to WCHFH |

Construction: (Please indicate if you have a license in a particular area)

- | | | | | |
|---|---------------------------------------|---|--|--|
| <input type="checkbox"/> Site preparation | <input type="checkbox"/> Landscaping | <input type="checkbox"/> Painting | <input type="checkbox"/> Roofing | <input type="checkbox"/> Drywall/Sheet Rocking |
| <input type="checkbox"/> Insulation | <input type="checkbox"/> Heating & AC | <input type="checkbox"/> Finish Carpentry | <input type="checkbox"/> Concrete Foundation | |
| <input type="checkbox"/> Framing | <input type="checkbox"/> Plumbing | <input type="checkbox"/> Electrical | <input type="checkbox"/> Siding | <input type="checkbox"/> Masonry |

Other Skills or Interests that could Benefit WCHFH:

- | | |
|--|---|
| <input type="checkbox"/> Provide Meals for Volunteers at Building Site | <input type="checkbox"/> Represent WCHFH at County and Community Events |
| <input type="checkbox"/> Other - Please List: | |

9/15/05 PW