

## Welcome to Habitat for Humanity

By agreeing to undertake Sponsorship of a Habitat house, your group is taking on an exciting task: raising money to help finance a Habitat home and building a home in partnership with the family who will live there. It is a task that will be both challenging and rewarding and most important, it is a task that will make a real and lasting positive impact on our community.

Participating in a Habitat building project has many benefits, not only to you, but also to the community at large. It provides an opportunity for your organization to become a leader in community investment and public recognition. It helps break social and economic barriers as people from all parts of the community work side by side to build affordable housing. It helps eliminate substandard housing, turning marginal land or property into attractive homes, encouraging neighborhood improvement. It helps contribute to the local government tax base. It helps develop a more stable work force by strengthening each family's self-sufficiency and fostering a more stable environment for children. But most of all, it rekindles a sense of community, sharing, and caring, helping *all* of us to feel our community is *home*.

This material is designed to provide guidance as you carry out your project. It is based on the experience of other groups who have participated in similar programs across the country. No two groups approach a Habitat House Sponsorship in the same way; every group brings improvements and new ideas to the process. Please share your ideas with us so we can pass them on to future sponsor groups.

Thank you for your support and participation.

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## Habitat for Humanity of Washington County House Sponsorship Guide

### **The Project Steering Committee**

The Steering Committee is headed by an overall Project Leader who has been appointed and empowered by the sponsorship group to represent and act on behalf of the sponsoring church, civic group, or business organization. Other members serving on the Steering Committee should be individuals from within the sponsoring organization who will be heading various committees; Volunteer Recruiting, House Construction Leader and Building Committee members, Fundraising, Procurement, Hospitality, Publicity, and Family Partner. (See the "Project Leadership Team Job Descriptions" section for more information on these positions.) Of course, other interested individuals should be included on the Committee even if they do not chair a specific area. (A Habitat for Humanity representative will also serve on the committee.)

The Steering Committee should begin functioning before the start of the actual construction process. The actual amount of time needed to organize a project varies and is determined by the size of the sponsoring group, the fund raising methods used, and the number of volunteers that are likely to become involved.

The Steering Committee's first tasks are to select a tentative date for starting the actual building phase and set a deadline for raising funds to build the house. During the planning phase of the Project, Steering Committee members should be given specific tasks to accomplish, such as developing a fund raising plan, developing publicity, planning a solicitation strategy for acquiring building materials and establishing a list of skilled construction volunteers to lead the various building phases. With strong committees, most of the work of planning the project can be done outside the overall Steering Committee meetings. When the Steering Committee does meet, it would be to receive progress reports from the various committees, suggest specific resources and ideas, and to keep all informed and motivated. We strongly suggest that the Steering Committee meet on a four to six week basis.

Before the actual construction begins, the House Leader and Building Committee should have identified some of the skilled volunteers to lead unskilled volunteers in various phases of construction, the Procurement Committee should be finalizing and verifying arrangements with suppliers for donations and discounts of construction materials, Volunteer Committee should be signing-up construction volunteers, and the Hospitality Committee should begin to schedule sources of food and beverage to be served on the work site.

## **Project Leadership Team Job Descriptions**

### Project Leader

The Project Leader has the overall responsibility for the project. This person leads the Steering Committee and is the primary contact with the Habitat Coordinator. This person may also serve as the House Leader. Ideally, the Project Leader should be someone who can motivate volunteers, organize and run meetings and delegate authority.

The Project Leader's responsibilities include:

- Recruiting the Committee Coordinators (who will make up the Steering Committee) and overseeing the work of the Committees
- Chairing the Steering Committee meetings
- Setting the overall Project schedule
- Keeping the Project on schedule

### House Leader

The House Leader coordinates the activities of Crew Leaders and assures that all support functions are in place for the building project. House Leaders act as "Project Managers," overseeing the activities of all construction volunteers, working with Habitat's Construction Manager assuring the building project is completed according to Habitat's standards. The House Leader should work well with people and have good management skills.

The House Leader's responsibilities include:

- Assisting in the Recruiting and training of Crew Leaders
- Working with Habitat to obtain permits, licenses, etc.
- Coordinating with the procurement committee, crew leaders, and Habitat on timely ordering and delivery of building materials
- Coordinating subcontractors or professionals needed in certain aspects of the job
- Assisting in the development of the project schedule
- Working closely with Habitat liaisons
- Work closely with Habitat in regard to the project budget

### Crew Leaders

The Crew Leaders (when possible should serve on the project's Building Committee) assemble crews to complete each phase of construction and works with the House Leader to assure that materials and workers are on the project at the appropriate time. Crew Leaders are assigned to a specific portion of the building construction. The Crew Leaders provide on-the-job training and supervision for semi-skilled and unskilled volunteers in skill areas (framing, siding, etc.) He/she should have a good working knowledge of basic construction techniques for the area he/she will be working, have the technical skills to learn and perform their assigned tasks, and be able and willing to teach and lead other volunteers.

The Crew Leader's responsibilities include:

- Training construction volunteers in skills needed for day's work
- Briefing volunteers on safety points and safe tool handling procedures
- Verifying quality of workmanship and compliance with plans and specifications

- Performing assigned tasks
- Overseeing periodic clean up activities
- Properly utilizing all of the assigned volunteers; assigning workers to specific tasks
- Obtaining copies of proof of insurance from subcontractors
- Follow up to assure task is complete and the project is ready to proceed to the next phase

#### Procurement Leader

The Procurement Leader plans and coordinates volunteers who are willing to solicit donations or discounts of building materials and services. The Procurement Leader works very closely with the House Leader, the Crew Leaders and with Habitat's Construction Manager.

Procurement Leader responsibilities include:

- Working with the House Leader and Crew Leaders to develop a sequence and schedule for locating building material and service suppliers
- Working with Habitat's Construction Manager to acquire lists of suppliers and to ascertain areas where arrangements are already in place
- Solicitation of donations or discounts from building materials suppliers and contractors
- Coordination and timely reporting to House Leader, Crew Leaders and Habitat's Construction Manager to insure that materials arrive on time
- Shopping for and bidding potential purchases to insure lowest price
- Timely transference of information to Habitat and assisting Habitat in acquiring fair market value and other documentation for tax and accounting purposes

#### Fund Raising Coordinator

The Fund Raising Coordinator should be a person with organizational skills, someone who is enthusiastic about the Project, comfortable asking people for money and can guide the committee in fundraising special events/ideas.

The Fund Raising Coordinator's responsibilities include:

- Recruiting, organizing and leading a Fund Raising Committee
- Setting fund raising goals
- Developing and implementing a fund raising strategy
- Accounting for all funds
- Delivering funds to Habitat for Humanity's Treasurer or Executive Director
- Providing Habitat with donor lists for acknowledge in newsletters, etc.
- Sending appropriate thank you's to donors
- Keeping the Steering Committee informed on the progress of the fund raising program

#### Volunteer Coordinator

The Volunteer Coordinator should be someone with organizational skills. The Volunteer Coordinator works closely with the House Leader. The House Leader will provide the Volunteer Coordinator with information regarding how many volunteers are needed for each workday and the type of skills needed. The Volunteer Coordinator and his/her committee signs up groups of volunteers to work on specific workdays.

The Volunteer Coordinator's responsibilities include:

- Recruiting, organizing and leading the Volunteer Committee
- Maintaining data on the volunteers, noting their interests, special skills and availability
- Actively recruiting skilled, semi-skilled and unskilled volunteers who can work on construction days
- Verify that all forms have been completed by all volunteers
- Assist in placing non-construction volunteers on other committees
- Notifying volunteers of their scheduled work days
- Keeping the Steering Committee informed of recruiting activities

#### Hospitality Coordinator

The Hospitality Coordinator oversees a committee that provides snacks, lunches, beverages, smiles and prayers to the volunteers on workdays as often as possible during the actual build.

The Hospitality Coordinator's responsibilities include:

- Providing a light mid-morning snack for volunteer on the work site
- Providing a light lunch for volunteers on the work site
- Soliciting donations of food and beverage
- Ensuring that there is adequate water for volunteers to drink
- Making sure that the work day begins with a prayer

#### Publicity Coordinator

The Publicity Coordinator is responsible for coordination of any publicity associated with the project. This includes internal and external publicity. It would be helpful, but not essential, for this person to have some previous publicity experience.

The Publicity Coordinator's responsibilities include:

- Recruiting, organizing and leading the PR Committee
- Arranging for photographs or videos of the Project
- Coordinating press releases
- Arranging press coverage
- Keeping the sponsoring group informed about the Project through newsletter articles, posters, bulletin boards, etc.
- Acknowledging volunteers and donors
- Keeping the Steering committee informed on the progress of the publicity committee's plans