



Frequently Asked Questions for Volunteer Group Coordinators

As the coordinator of a volunteer group, you probably have many questions about Habitat for Humanity and volunteer opportunities. If you have not already attended a volunteer orientation, please contact the KVHH office at (269) 344-2443 to sign-up.

After you have attended your orientation, you may still have questions. To help you better understand how to volunteer with Habitat and how to effectively coordinate your group, here are the answers to some frequently asked questions.

What will our group do when we volunteer?

Volunteer opportunities typically consist of activities such as painting, cleaning-up, staining, landscaping, demolition, insulating and other general skill activities. Due to the unpredictable nature of construction, we rarely will be able to tell you exactly what will occur the day you volunteer. The important thing is to remain flexible and ready for any task.

Where and when do we meet?

Plan to meet at our warehouse (1718 Fulford Street) at 8:15 am. Please be on time as our crews will leave for the assigned sites at 8:30 am. If you miss the group at the warehouse, contact another group member or the site supervisor.

Is lunch provided? What about water?

Lunch is not provided. We take two breaks and an hour lunch break from noon – 1 pm. Volunteers should bring snacks and a lunch, or plan to go out during the lunch break. You are welcome to schedule lunch to be delivered to the site. Water will be available for all volunteers.

What should we wear?

Volunteers should wear long pants, work boots (or shoes with hard soles) and clothes that can get dirty or painted. It is usually best to dress in layers, as it is often cold in the morning when work starts. Always be prepared to work outside.

What if we need to cancel or reschedule?

If your group is unable to attend when planned, contact the KVHH Volunteer Coordinator IMMEDIATELY at (269) 344-2443 ext. 204. Arrangements can be made to reschedule your group if enough notice is given. Generally, three to four weeks is the minimum amount of time required to reschedule.

How big should our group be?

The best group size is 10 – 15 individuals. Groups larger than 15 are difficult for one site to handle. If you have a larger group, it may be possible to split it between two weekends, two shifts or two locations. Please contact the KVHH Volunteer Coordinator for groups over 15.

Does everyone need to fill out a waiver and interest survey?

It is not a requirement that everyone have a waiver and interest survey on file. However, it is helpful for us to have as many individuals on file as possible. All volunteers under the age of 18 must submit a waiver signed by a parent or guardian. Waivers can be turned in on the day you volunteer.

I can only work until noon. Is that going to be a problem?

It is important to finish tasks that we have started every day. If members of your group are unable to stay until 3:30 pm, they should either find individuals who can take their place for the remainder of the day or wait until they are able to volunteer for the entire time. When you schedule a work time, arrangements can be made if your group can only work half the day or if you would like to split your group into two shifts.

I still have more questions that aren't answered here.

Please contact our KVHH Volunteer Coordinator at (269) 344-2443 ext. 204 or volunteer@habitatkalamazoo.org.