Student/Youth Volunteer Instructions

Please read this carefully and save it!

We want you to know how much we appreciate your involvement with Habitat Bucks!!

We have an online volunteer tracking system (cloud based). It works great! You will be able to check a calendar, once you apply online (see below), and self-schedule.

Check back frequently for available openings. Wednesday-Saturday we will have available spots open for each of these days. PLEASE FOLLOW THE PROCEDURE BELOW:

NEW Volunteers NOT already in our Online Volunteer Database:
1) Complete a YOUTH Volunteer Application http://goo.gl/XTmbD1  Group or Affiliation is CBW-NHS
2) After you complete the online YOUTH application form, YOU WILL RECEIVE AN EMAIL CONFIRMATION AND LINK TO > Print and have a parent sign a paper version of our Waiver form. BRING THIS ON YOUR FIRST DAY!!!! You must do both the online AND paper applications the first time you volunteer each year until you are age 18
3) Email me that you completed your online application - I will “assign” you to the ReStore and then you will be able to self-schedule
4) After you have completed your online application and emailed me, and I reply, then LOGIN via the Volunteer portal on Habitat Bucks Website http://habitatbucks.org/get-involved/volunteer/ (Your email address is your login name; you created the password)
5) Go to MY SCHEDULE – see the calendar and sign up for days you wish to volunteer. Be sure to confirm at the bottom of the page to be added to the schedule.

NEED TO CANCEL? REMOVE YOURSELF from the schedule the same way you signed up. Go to “My Schedule” and click remove for the day of service you need to cancel. If less than 2 days in advance, please email me.

NOTES:
YOU can print your own report for the hours you served and submit this to your advisor. Go to the “My Service” tab at your online profile, hover over the month and then day and click and it will give more details - then click Printable view.
*It sometimes takes up to a week for us to POST your hours served because we have to check the sign-in sheets against the schedule. Hours will be posted based on your sign-in/sign-out times and not the schedule.

BE SURE TO SIGN IN AND OUT each time you volunteer

****It is your responsibility to submit your printed service hours to your advisor. It’s all available to you online.

Thank you again for choosing Habitat Bucks and helping us further our mission. Email me if you have any difficulty.

volunteer@habitatbucks.org
Guidelines for Volunteers:

- Check in with ReStore staff and sign in when you arrive
- Make a name tag-wear it
- Use a volunteer cubby for your jacket or to lock a handbag
- If here all day, we have a refrigerator and microwave for your use. PLEASE keep our kitchen clean. Clean up after yourself. You are welcome to coffee, water and snacks on our table but be courteous to others.
- Wear closed toe shoes, sneakers or boots. NO sandals or flip flops.
- Park around the back of the building (behind the loading dock), not in the front parking lot.
- Clothing requirement - shirts with at least a short sleeve (T-shirts are perfect and long shorts or pants. This protects your skin and is a safety issue. No tank tops, no sleeveless tops. No offensive wording or images.
- NO cell phone use while volunteering
- Exercise caution when loading and unloading vehicles.
- Observe all safety rules. Use appropriate equipment, tools or protective gear.
- Only volunteers and staff members are allowed in the back stockroom.

Remember…

We appreciate your help, but please keep in mind that this is a time of service not social hour. You might not be assigned a task with your friend. Please seek to improve the look and organization and cleanliness of our store if you finish a task and are not sure what to do next, while waiting for direction from a staff member.

You are representing Habitat Bucks while volunteering, so please be courteous to all customers and donors.

If you have a question during your shift, please ask a ReStore staff member for help.

CALL THE STORE IF YOU ARE UNABLE TO MAKE YOUR SHIFT

ReStore office - 215-822-2708

Failure to show up without canceling may lead to removal as a volunteer.