



**Habitat for Humanity of Sangamon County
Steering Committee Volunteer Description
VOLUNTEER POSITION - SITE HOST**

General Responsibilities:

- Register incoming and outgoing volunteers from build site
- Assist in directing volunteers to project task teams
- Oversee build site needs:
 - Water/ice/coffee
 - First Aid Station
 - Clean up and recycling

Detailed Responsibilities:

- Manage and maintain volunteer check in/check out
- Ensure volunteers have a current waiver form on file
- Assist volunteers in getting on a project task team (led by a Habitat Helper or a Building Coordinator), per instructions from Project/Build Coordinator
- Ensure that sufficient water & ice are on site as needed
- Assist Hospitality Coordinator in preparation, serving, and clean up of meals
- Assist Project Coordinator in maintaining and managing site needs regarding dumpster and port-a-potty
- Ensure that a First Aid Kit is properly stocked and easily accessible throughout build
- Oversee the cleaning up of the work site and recycling of materials