



**Habitat for Humanity of Sangamon County**  
**VOLUNTEER POSITION DESCRIPTION**  
**~ 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 Build 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