

The Excitement is  
**BUILDING...**  
**HABITAT FOR HUMANITY OF GREATER CANTON**

**VOLUNTEER HANDBOOK**

**WALSH UNIVERSITY**

Sponsored by the Wildflower Foundation  
In partnership with the



**CARLITTA JACKSON FAMILY**

**1315 12<sup>TH</sup> ST NE**

Directions to the Habitat Site:

From Market Avenue (heading south) to the light at 12<sup>th</sup> St NW.

Turn left onto 12<sup>th</sup> St NW.

Continue on 12<sup>th</sup> St, across Walnut, across Cherry, across Gibbs  
(if you cross over the railroad tracks you've gone too far).

Site is located on the left, just past Rowland.

Parking is behind the site (turn down Rowland).

Please do not block driveways or mailboxes.

PLEASE NOTE

WORKERS UNDER 18 ARE LIMITED TO CERTAIN TASKS ON THE CONSTRUCTION SITE. VOLUNTEERS UNDER 16 MUST BE ACCOMPANIED BY ADULT SUPERVISION.

## **HOW DO I SIGN UP TO WORK?**

The volunteer coordinator for your group is: **Joe Filous**

Contact information: Phone: **330.490.7537** E-Mail: **[josephfilous@walsh.edu](mailto:josephfilous@walsh.edu)**

A Release & Waiver of Liability and an Emergency Medical form needs to be filled out and signed. Note: Minors must have the waiver signed by an adult.

*We're counting on you! If you find you can't work on the day you signed up, please contact your volunteer coordinator immediately so he/she can schedule a replacement.*

*On the other hand, if you didn't sign up to work, just don't show up on site. There may be too many volunteers to maintain safety and keep everyone busy. But please call Joe – we may need your help!*

## **A TYPICAL WORKDAY**

Plan to have an enjoyable day! Arrive a few minutes early so we can start promptly at 8:30 am. We will begin with a prayer and a short briefing on the day's work and go over safety procedures. You will need to sign in our sign-in book. We take a short break at 10:00 am for a snack, devotion and introductions. Lunch is at noon. The Walsh University Habitat for Humanity organization will ensure lunch is provided. We will eat together and return to work around 12:30 pm. We'll continue working until about 3:30 pm, taking time to clean up the site and put away all tools.

## **WHAT ABOUT RAIN OR SNOW?**

If it's raining at your house, it's not necessarily raining at the site. The Site Supervisor needs to determine whether the work for the day can continue depending on severity of the weather. If Habitat decides to shut down ALL sites because of weather, we will have a message on our office answering machine stating that fact by 7:30 am on the morning of the work day. Please check by calling **330-493-6500** if you are in doubt.

## **WHAT SHOULD I BRING?**

**Liability Release Form/Emergency Medical Form** – must be turned in before you begin working on site.

**Water** – Please plan on bringing a bottle or thermos of water – this is very important on hot summer days. There will be water on site but a personal bottle is helpful if you are on a ladder or roof.

**Hat** – Protect your neck and face from sunburn with a hat or cap. Use sunscreen when working outdoors.

**Bandana** – Use it to wipe sweat from your face or soak it in ice water to help you stay cool.

**Tool belt or nail apron** – Habitat has a limited number of these items available. If you have your own, please bring it.

**Gloves** – Protect your hands from splinters! Gloves are important in many areas of work. Habitat does have a limited amount to loan.

**Personal Tools** – Bring your own hammer, tape measure, carpenter's pencil, utility knife and speed square if you have them. Please LABEL your tools so they can find their owner!

**A positive attitude** – Plan to have fun as well as putting in a good day's work. A smile and cheerful attitude will go a long way when we're tired, hot, or just plain confused!

## **WEAR APPROPRIATE CLOTHING**

Wear appropriate clothing for the weather and the task. You will get hot, sweaty, cold, dirty, and dusty and your clothes may get torn or stained. CLOSED TOED SHOES ARE A MUST – No Sandals. Work or hiking boots are good for heavy construction. Long pants are a must for roof work and insulation as well as long sleeves. Shirts must be worn at all times.

## **THERE IS NO SMOKING ON SITE**

**If you must take a smoking break, please step away from the site.**

## **JOBSITE COURTESY and SAFETY**

**Our first priority is SAFETY!** If we build a house, that's okay, too. We're not in a hurry. We'll take the time we need to build this house as carefully as if it were our own, with the best craftsmanship possible, and in compliance with all applicable codes.

**Pay attention** – The best way to insure safety to all workers is to be aware of what's going on around you. Watch where you step. Be careful where you lay things down. Look out for fellow workers. Remove all nails from a board before you discard it. Keep electrical cords out of the way. If you see a potentially dangerous situation, call it to the attention of the Site Supervisor or someone who can help correct it.

**Protect yourself** – Wear safety equipment! Eye protection is a must around power tools. Gloves protect your hands. Hard Hats are available when framing. Wear a dust mask if dust bothers you. Masks, gloves, eye protection, long pants and sleeves are necessary when insulating. Protect yourself from the sun when working outside.

**Follow the leader** – On the job site, the Site Supervisor is the leader – he's the boss! There may be other ways to perform a specific task and then there is the Habitat way. Once the leader makes a decision, please follow his directions.

**Respect property** – Take care of tools and return them to their proper place when finished. Conserve building materials. Pick up your trash (and help pick up after others). At the end of the day, help clean up and secure materials and tools.

**Be a student and a teacher** – Most volunteers who build with Habitat are learning on the job. Learn as much as you can from the Supervisor, Crew Leaders and skilled volunteers. Then help those less skilled to learn what you know.

**ENJOY YOUR HABITAT EXPERIENCE. THANK YOU!**

**Habitat for Humanity of Greater Canton**  
2800 Leemont Ave NW  
Canton, OH 44709  
330-493-6500  
[www.hfhcanton.org](http://www.hfhcanton.org)

and

**Walsh University Habitat for Humanity**  
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