



Lafayette

**Habitat for Humanity**<sup>®</sup>

# Volunteer Information

Thank you for volunteering with Lafayette Habitat for Humanity in Lafayette, Louisiana! We appreciate your time and energy which makes possible our mission—*putting God's love into action by bringing people together to build homes, communities, and hope.*

## Contact Info:

Volunteer Manager:

Sarah Barbato

337.456.4671

[volunteer@habitatlafayette.org](mailto:volunteer@habitatlafayette.org)

Lafayette Habitat main office:

823 W. Congress St.

Lafayette, LA 70501

337.261.5041

Lafayette Habitat ReStore:

3124 NW Evangeline Thruway

Lafayette, LA 70507

337.345.1439

# General Information



## AGE REQUIREMENTS:

Minimum age is 16 years old to volunteer at our ReStore or on the construction site. All volunteers ages 16 and 17 must have a parent waiver (hard copy) signed by a parent/guardian.

## WAIVERS:

All volunteers must sign a liability waiver annually which is setup through our online registration system called Cervis.

## SCHEDULING:

All volunteers (including court-appointed community service) must register for volunteer shifts through our online registration system called Cervis. *All court-appointed community service volunteers must apply to volunteer with Lafayette Habitat before scheduling online.*

You will receive an email confirmation with your shift as well as a reminder email the day before.

## CANCELING:

We understand that life happens. If something comes up and you need to miss your volunteer shift, please let us know. You can cancel within Cervis or by calling our offices or sending an email.

## DRESS CODE:

All volunteers must be clean, neat, and dressed appropriately in well-fitting clothing. Halter tops, short shorts, or inappropriate messages on clothing are not allowed (i.e. promoting gangs, violence, profanity, drugs, etc.) Undergarments should be covered.

Closed-toe shoes are required for both ReStore and the construction site.

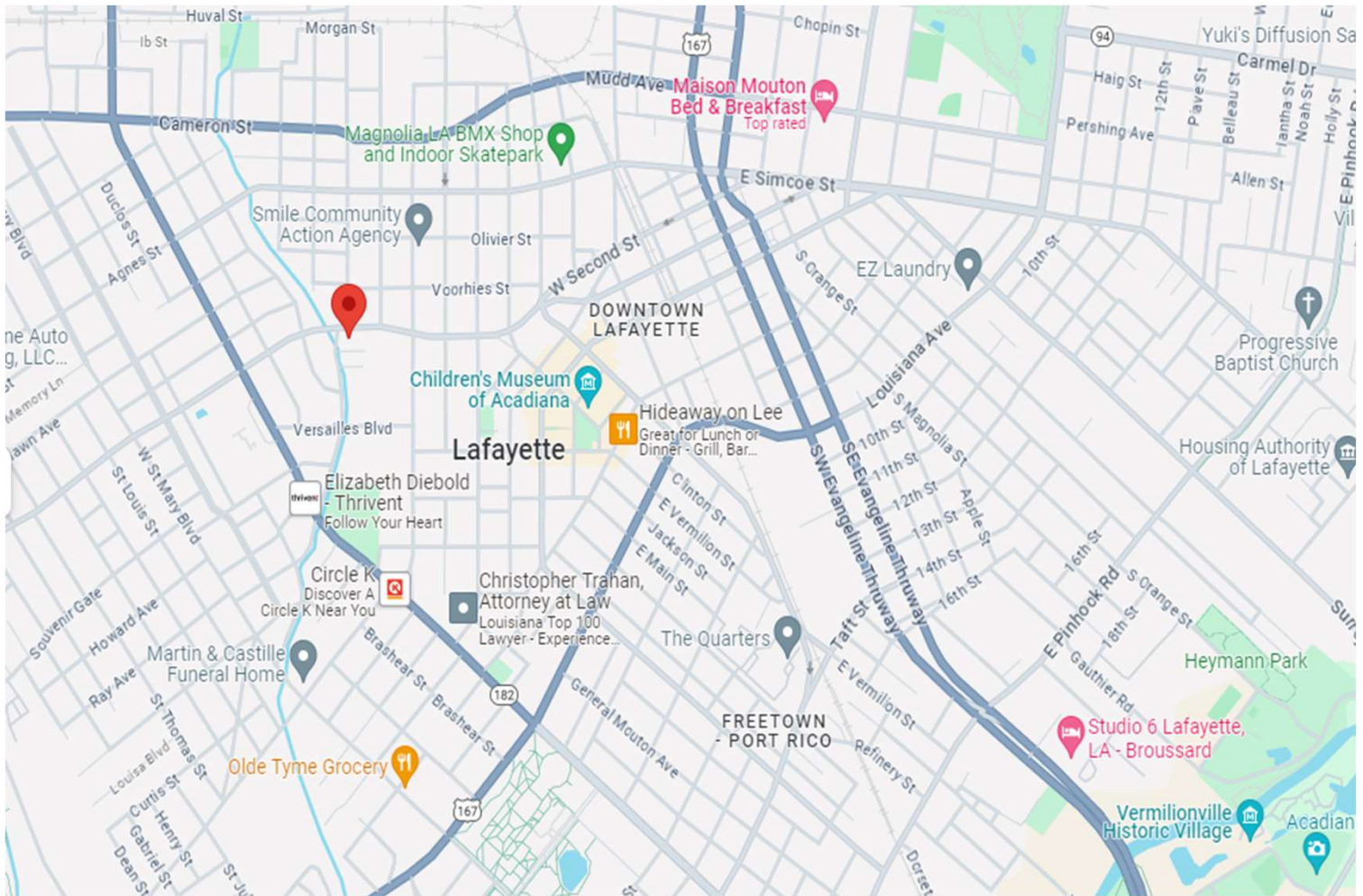
# Office Location

## Lafayette Habitat Office

823 W. Congress Street

Lafayette, LA 70501

337.261.5041 (office)



### Volunteer Manager

Sarah Barbato

337.456.4671

### Construction Director

Stew Bacque

337.213.8211

### Construction Supervisor

Jesse Gardner

337.706.2347

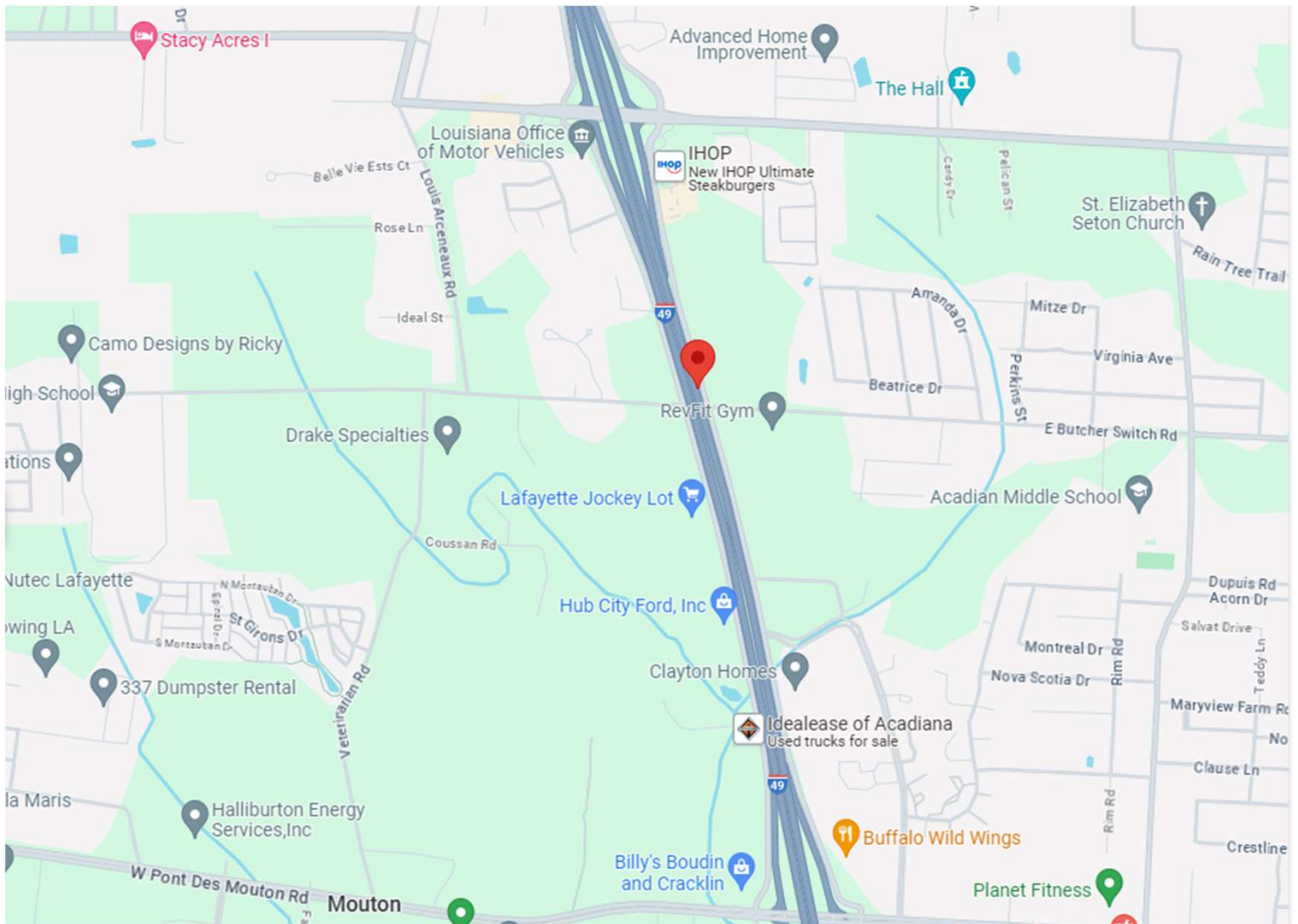
# ReStore Location

## Lafayette Habitat ReStore

1324 NW Evangeline Thruway

Lafayette, LA 70507

337.345.1439



### Volunteer Manager

Sarah Barbato

337.456.4671

### ReStore Director

Erricka Thibodeaux

337.354.9464

### ReStore Manager

India Phillips

# Volunteer Code of Conduct

## REPRESENTING LAFAYETTE HABITAT:

When you accept a role with Habitat for Humanity, you are committing to act in a way that promotes our mission, respects the local community, and ensures the safety of all participants. All volunteers are expected to follow the volunteer code of conduct outlined below:

**Promote a respectful community.** Treat all volunteers, employees and community members with respect, courtesy, and dignity. This includes avoiding the use of offensive or insensitive language that fails to respect the dignity of the person. Volunteers are also expected to refrain from engaging in intimidation, discrimination, physical, sexual, and/or emotional violence toward others. Another way volunteers can promote a welcoming, respectful environment is by making efforts to understand and honor the local culture and by following all rules and policies set forth by a Habitat program staff member or supervising volunteer.

**Respect the human rights of all people and protect beneficiaries and community members from exploitation and abuse.** All Habitat volunteers must model behavior consistent with the Habitat for Humanity International Safeguarding Policy which protects staff, beneficiaries, and community members (especially vulnerable adults and children) from exploitation and abuse. Inappropriate physical or sexual relationships with other volunteers is prohibited.

**Prioritize site safety.** Safety rules and guidelines on the volunteer site have been created to keep you and others safe as you volunteer and must be followed. Activities that pose a safety risk to yourself or others should be avoided. Report any unsafe working conditions to the onsite supervisor.

**Uphold a zero-tolerance policy for alcohol, drugs, and weapons.** The purchase or possession of drugs or weapons is strictly prohibited on Habitat for Humanity property and volunteer sites. The purchase or possession of alcohol is also strictly prohibited on Habitat for Humanity volunteer sites.

**Follow the gift giving policy.** To avoid potential misunderstandings, embarrassment, injured feelings or jealousy, volunteers are asked not to exchange gifts with Habitat beneficiaries, staff members or community members without consulting Habitat staff.

**Protect Habitat assets.** Use reasonable care to protect all LHFH resources. Stealing, misappropriation or diversion of Habitat for Humanity funds, property, or other assets for personal benefit is not permitted, nor is otherwise engaging in fraudulent activity regarding Habitat for Humanity's assets, operations, or beneficiaries.

**Maintain confidentiality.** Build trust with other volunteers and Habitat for Humanity by respecting the confidentiality of volunteers, staff, Habitat beneficiaries, and community members. Unless you receive prior written approval from HFHI, you will not disclose confidential HFHI information or confidential information given to you by others.

**Speak Up.** We embrace a "see something, say something" culture. If you become aware of potential misconduct, help reinforce our culture of courage and accountability by sharing your concerns with an appropriate Habitat staff member. You can also anonymously report potential misconduct by reporting a claim to the confidential Habitat Ethics and Accountability Line.

# Individual Opportunities

You may volunteer as an individual at our construction sites, ReStore, or any other special events. We would love to have you as much as you are able to join us!



## Construction:

Join us on the construction site to work side-by-side with future homeowners to build safe and sustainable homes for families in Acadiana. You can make a tangible difference in one day. Volunteers must be 16 years or older. We build homes Tuesday-Saturday, and we have two volunteer shifts each day between 9:00am-4:00pm.



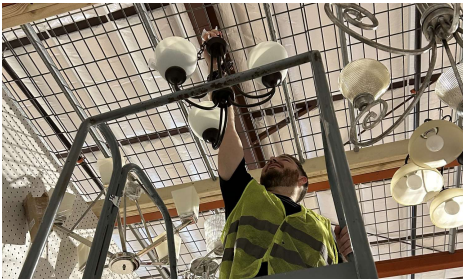
## ReStore:

Help organize and sell our new and gently used furniture, appliances, home décor, and building materials which are sold to the public. All profits from ReStore go towards funding Habitat's mission to build homes, communities, and hope. Volunteers must be 16 or older. We offer three volunteer shifts each day between 9:30am-5:00pm.



## Crew Leaders:

These special volunteers come out to the build site regularly to guide less-experienced volunteers. It's a modest monthly commitment, and you'll receive training. These volunteers are an invaluable asset to our mission.



## Court-Ordered Volunteers:

Lafayette Habitat accepts volunteers who need to complete court-mandated community service, but we do have a few limitations. We are happy to provide a letter to document service hours, and we appreciate you choosing Lafayette Habitat to complete those requirements.



## Special Event Volunteers:

We partner with several neighborhood groups to improve quality of life within their areas. Some of our other opportunities include neighborhood clean-ups, tree and garden plantings, and other special events. Additionally, we partner with Lafayette Consolidated Government twice a year to help with Hazardous Waste Day.

# Group Opportunities

Join the many companies, corporations, schools, churches, and other community groups who've helped build homes and transform Lafayette through serving. We do have limited sizes for group opportunities. The construction site varies depending on the specific tasks but typically between 10-12 people. We can have groups of up to 20 at our ReStore. Please email [volunteer@habitatlafayette.org](mailto:volunteer@habitatlafayette.org) to schedule a group today!



## Corporate Groups:

Our community partner program provides businesses and corporate groups with unique team-building experiences that boost employee morale and connect employees to the community. Let us help you make your values visible.



## Faith-Based Groups:

Churches and faith-based groups are important partners in our mission and have been from our founding. Building together allows congregations to use their varied gifts to put God's love into action.



## Civic/Community Groups:

Community groups and other nonprofit organizations play a critical role in our mission. No matter how your group gives back, you'll be helping to build brighter futures for families in Lafayette.



## Student Groups:

Young people and students play a huge role in our mission. We work with youth and education groups to provide special volunteer opportunities for ages 16 and up. Additionally, we participate in Habitat for Humanity's Collegiate Challenge program.

# What to Expect: Construction

Tuesday – Saturday

9:00am-12:00pm or 1:00pm-4:00pm

## CONSTRUCTION SITES:



Volunteers participate in many projects including raising walls, flooring, installing trim, painting, hanging siding, and more.

\*\*Projects are dependent on weather sometimes. We always have the option to build component pieces in our warehouse on rainy days.

We have opportunities Tuesdays through Saturdays with two shift times: 9:00am-12:00pm and 1:00pm-4:00pm.

## WHAT TO BRING:

Please bring snacks and lunch if staying for both shifts. We will have water on site.

We have all tools needed but you are welcome to bring any tools.

Please write your name on any personal items. Please leave all other valuables at home.

Depending on the weather, please bring hat, sunscreen, rain jacket, and extra layers of clothing.

## PARKING:

We typically have a field or side street where volunteers can park. Carpooling is strongly encouraged when possible.

Additionally, please be mindful when parking along the street that no driveways are blocked. We want to establish positive relationships with the neighbors at our build sites.

## SIGN IN / SIGN OUT:

Everyone who is on site must be signed into our volunteer system. This is also how we keep track of volunteer hours. Please sign out for the system to record hours. Without signing out, your time will only show 0 hours.

## SAFETY INFORMATION:

We will have a safety demonstration at the start of each shift. Please feel free to ask questions. We want you to learn something new and feel comfortable trying a new skill. But you don't have to do anything that you are uncomfortable doing.

Any minors on site (16- and 17-year olds) are not allowed to use power tools or be on ladders. No one under age 16 is allowed on site.

## RESTROOMS:

We have portable toilets at our construction sites along with hand sanitizer.



# What to Expect: ReStore

Tuesday – Saturday

9:30am-12:00pm, 12:00pm-3:00pm, or 3:00pm-5:00pm

## HABITAT RESTORE:



Volunteers assist with unloading donations, pricing donations, restocking items, cleaning and reorganizing store displays, and assisting customers.

We have volunteer opportunities Tuesdays through Saturdays at three shift times:

9:30am-12:00pm

12:00pm-3:00pm

3:00pm-5:00pm

You can volunteer the full day as well.

## WHAT TO BRING:

Please bring snacks, lunch, and drinks. We do have a water fountain. There will be opportunities to take breaks throughout your shift.

We have all tools needed. Please leave all other valuables at home.

Please wear closed-toe shoes. We also recommend long pants as well as clean, comfortable clothing that can get dirty.

## TRANSPORTATION / PARKING:

All volunteers are required to arrange for their own transportation to and from the ReStore.

We have plenty of parking in the front of our store. Please park in the front and enter through the front doors. The volunteer check-in desk will be on your left.

## SIGN IN / SIGN OUT:

Everyone must be signed into our volunteer system. This is also how we keep track of volunteer hours. Please sign out for the system to record hours. Without signing out, your time will only show 0 hours.

For court-ordered community service, volunteers must sign in on paper as part of dual tracking.

## SAFETY INFORMATION:

Please do not use cell phones or headphones while volunteering. It is important that volunteers are available to hear instructions and be aware of their surroundings. If you see anything suspicious or unsafe, please report to ReStore staff right away.

Any minors on site (16- and 17-year olds) are not allowed be on ladders. No one under age 16 is allowed to volunteer.

# General Safety Information

## VOLUNTEER SAFETY

Our goal is for every volunteer to have a safe and meaningful experience with us, so we have several safety guidelines in place to ensure safety.

### Age Limitations:

- All volunteers must be 16 and older whether at the ReStore or on a construction site.
- All volunteers under 18 must submit a signed hard copy of our parent waiver for minors.
- All volunteers under 18 cannot use power tools, work on ladders, or assist on the roof.

### Volunteer Attire:

- Please wear well-fitting clothing that is appropriate for the work and the weather.  
No halter tops, short shorts, or inappropriate messages on tops are allowed.
- All volunteers whether at ReStore or the construction site must wear closed-toe shoes.  
No sandals, flip flops, slides, Crocs, or clogs are allowed.

### General Construction Site Safety:

- Take precautions to protect yourself from heat stroke by drinking lots of fluids the night before to stay hydrated. (We have water available.)
- Be aware of the length and height of materials as you carry them around the job site.
- Lift with your legs, not your back.
- Check behind you before swinging a hammer.
- Do NOT work above the height posted for safe use on the ladder.
- Do not lean to one side when on a ladder. Keep the ladder stable by keeping your hips within the rails.
- Do NOT use cell phones while working. Step away from the site to answer calls or texts.

### General Power Tool Safety:

- Ensure that the power cable is behind and away from the blade when using the saw.
- Use properly grounded equipment and cables. Check cords for damage.
- Do NOT use power tools outside if it is drizzling or raining.
- Do NOT use power tools above shoulder height.

### General ReStore Safety:

- Lift with your legs, not your back. Use carts and dollies to help move furniture.
- Do NOT work above the height posted for safe use on the ladder.
- Do not lean to one side when on a ladder. Keep the ladder stable by keeping your hips within the rails.
- Do NOT use cell phones while working. Step away from the area to answer calls or texts.



Lafayette

**Habitat for Humanity**<sup>®</sup>

## servicing Acadiana since 1992

- **130+** Homes built from ground up
- **140+** Families served and impacted
- **1000s** Volunteers making it possible

Thank you for choosing to volunteer with Lafayette Habitat for Humanity!  
Together we are *putting God's love into action by bringing people together to build homes, communities, and hope.*

