



VOLUNTEER HANDBOOK

2024

INTRODUCTION

WELCOME

Thank you for your interest in volunteering with Red River Valley Habitat for Humanity. We are delighted that you have taken this opportunity to learn more about how you can support us as we partner with homebuyers and homeowners to provide safe, decent and affordable housing.

This handbook will provide general information about Habitat for Humanity International and Red River Valley Habitat for Humanity, as well as policies and procedures specific to volunteering. You are encouraged to familiarize yourself with the contents of this handbook, for it will answer many questions concerning our organization and outline how volunteers can contribute.

MISSION

Seeking to put God's love into action, Habitat for Humanity brings people together to build homes, communities and hope.

VISION

A world where everyone has a decent place to live.

RED RIVER VALLEY HABITAT FOR HUMANITY

Almost 11.5% of North Dakotans live in poverty. The stability that home provides for families is beneficial for holding a job, child development, and wealth accretion. No one should have to choose between paying the rent/mortgage and gasoline for their car or nutritious food.

Red River Valley Habitat for Humanity offers a hand up, not a hand out to residents of the Red River Valley who are struggling with rent or mortgage payments that exceed 30% of their income. Often, the homes affordable to families with low-income offer inadequate space, dilapidated interiors and/or exteriors, and require additional costs in repairs. Working with partner families, our Habitat for Humanity affiliate can create brand new houses suitable to the family's needs with a 0% mortgage that does not exceed 30% of their monthly income.

Since then, we have built over 30 homes for low-income families in the area.

Habitat for Humanity is a non-profit, Christian housing ministry and international non-governmental organization (NGO). Habitat for Humanity focuses on providing affordable homeownership to low-income households in 11 countries on 5 continents. We're the only international homeownership non-profit!

Here in the red river valley, we're a smaller Habitat for Humanity. We build one home per year and repair one home per year. That means we only serve two families per year. But we have aspirations to increase our housing production soon! We not only build the home, but we sell it at a discounted price based on what the buyer can afford. This is calculated based on their income. We also provide the mortgage the buyer will use to purchase the home. We're like a one-stop shop for homebuying which makes the process easier and more affordable for low-income buyers.

CORE TENETS

Red River Valley Habitat for Humanity is a named affiliate of Habitat for Humanity International and operates under the auspices of the Affiliate Covenant which includes six core tenets.

CHRISTIAN IDENTITY: An affiliate is an organization based on Christian principles committed to witness to the love and teachings of Jesus Christ and will partner with people regardless of faith.

HOMEOWNERSHIP: An affiliate is committed to homeownership through the use of available resources including volunteers and an affordable mortgage.

HOMEOWNER SELECTION: An affiliate intends to sell homes to low-income homebuyers in need who have the ability to repay a mortgage

and are willing to partner with Habitat for Humanity. Need is evaluated in the context of the affiliate's service area's median income.

INTEGRITY: An affiliate will operate as a non-profit with the highest integrity in a non-discriminatory manner in accordance with applicable laws.

SWEAT EQUITY: An affiliate will require sweat equity of partner homebuyers and homeowners with whom the affiliate will build or repair homes to provide safe, decent and affordable housing.

TITHE: An affiliate will participate in the tithing program to Habitat for Humanity International, giving 10% of all unrestricted funds raised.

HABITAT FOR HUMANITY INTERNATIONAL

Founded in 1976 by Millard Fuller and his wife Linda, Habitat for Humanity International is a non-profit, nondenominational Christian housing ministry. Habitat for Humanity welcomes all people to assist in repairing or building safe, decent, affordable houses in partnership with those who lack adequate shelter.

Habitat for Humanity affiliates, like Red River Valley Habitat for Humanity, work locally in communities around the world to select and support homeowners, organize volunteers and coordinate house building and repair. Homeowners are selected based on their need for

housing, their ability to repay a mortgage or home repair loan, and their willingness to work in partnership with Habitat. Habitat for Humanity does not discriminate on the basis of race, religion, ethnicity or any other characteristic.

VOLUNTEER GUIDELINES

Volunteerism is essential to Red River Valley Habitat for Humanity's program. We greatly appreciate your interest and support! All volunteers are asked to adhere to Red River Valley Habitat for Humanity's policies and procedures. Please take the time to read and understand these guidelines.

A volunteer is defined as a person who performs a service willingly and without pay. Volunteering offers many benefits including skill development, career exploration, personal growth, socialization, and the ability to have an impact on the community.

This handbook is not an employment or volunteer contract and is not intended to create contractual obligation of any kind. Neither you nor Red River Valley Habitat for Humanity is bound to continue the volunteer relationship if either you or Red River Valley Habitat for Humanity chooses, at will, to end the relationship at any time.

COMMUNITY SERVICE

Red River Valley Habitat for Humanity welcomes community service volunteers from schools, civic groups, community assistance programs, and those fulfilling court ordered community service hours. For appropriate placement within our organization, Red River Valley Habitat for Humanity reserves the right to know the offense related to the court ordered community service. In all other respects, court ordered community service volunteers will be treated equally and held accountable to the same standards as all other volunteers. Upon request, Red River Valley Habitat for Humanity will provide a letter or other required form of documentation to the community service volunteer as proof of completed service.

Volunteers must provide the necessary documentation to fulfill the requirements of their program, and maintaining and filling this documentation is the responsibility of the volunteer. It is also the volunteer's responsibility to maintain an accurate time sheet by signing in and out at each volunteer activity. In addition, it is the volunteer's responsibility to ensure that time sheets are signed at the beginning and end of each service day by a Red River Valley Habitat for Humanity staff member. Hours worked but not recorded or approved with signatures on the day of service cannot be counted.

REQUIREMENTS BEFORE VOLUNTEERING SEXUAL OFFENDER AND CRIMINAL BACKGROUND CHECKS

Red River Valley Habitat for Humanity values the safety of its partner

homebuyers, volunteers, and staff, and the wellbeing of the neighborhoods and communities where it works. The organization will take prudent measures to protect its human and material resources. Red River Valley Habitat for Humanity requires that sex offender and criminal background checks be completed for all volunteers serving on any of the organization's Program Committees, at the office, or on our Habitat Helpers Repair Program Crew. Program Committees are defined as Family Services, Community Engagement, Construction, Skilled Volunteers, and Fundraising. Background Checks are not required for our construction crew. A sexual offender check is required for all volunteer positions.

Criminal background checks will be completed using a consumer reporting agency. Sexual offender registry checks will be completed by using the National Sex Offender Public Registry <http://www.nsopr.gov>. Written consent will be obtained before checks are performed.

Red River Valley Habitat for Humanity reserves the right to recheck sexual offender and criminal background status at any time. Any person who does not consent to a sexual offender and criminal background check or withholds or falsifies information pertaining to a sexual offense or criminal record may be disqualified from service with Red River Valley Habitat for Humanity.

A criminal background offense finding or listing on the sex offender registry may disqualify an applicant from service with Red River Valley Habitat for Humanity. In determining eligibility, Red River

Valley Habitat for Humanity, in its sole discretion, may consider several factors, including without limitation, one or more of the following:

- **Nature, duties, and responsibilities of the volunteer position.**
- **Nature of the conviction and whether children or other vulnerable people were involved.**
- **Time elapsed since the offense.**
- **Age of the person when the illegal activity occurred.**
- **Extent to which the offense may affect the person's fitness or ability to perform the duties or responsibilities of the volunteer position.**
- **Number of convictions, if more than one.**
- **Whether partnering with the person would pose risk to the affiliate.**
- **Any evidence produced by the person, or produced on the person's behalf demonstrating rehabilitation and good conduct.**
- **Any other factor that the affiliate deems relevant to the decision.**

Findings from the checks will be reviewed on a case-by-case basis by a three-person review team made up of the Executive Director, Supervising Program Manager and the Board of Directors President. The details of findings from the screening checks will be treated confidentially and will not be shared outside of the review team. Based on any or all of the criteria outlined in this policy, Red River Valley Habitat for Humanity may, in its sole discretion, decide that an existing volunteer will be dismissed or reassigned to a different

position based on findings from a criminal background check. In so doing, Red River Valley Habitat for Humanity may consider:

- Safety of coworkers in the workplace.
- Impact on the organization's reputation.
- Degree of supervision.
- Amount of access to technology.

Red River Valley Habitat for Humanity reserves the right to deny any person volunteer service based on findings from a sexual offender or criminal background check.

CONFIDENTIALITY

Red River Valley Habitat for Humanity's confidentiality statement is stated in the Release and Waiver of Liability that all volunteers complete. Red River Valley Habitat for Humanity is committed to protecting the rights of all of our stakeholders including our volunteers, homebuyers, donors, affiliates, and the faith communities in which we are partner. Habitat volunteers may not divulge or make accessible confidential information belonging to or obtained through their affiliation with Habitat to any person, including relatives, friends, and business and professional associates, other than as authorized in the execution of duties. Volunteers must exercise good judgement and care to avoid improper disclosures of confidential information relating to the nature of our business including but not limited to: financial, donor, and Habitat homebuyer information.

GETTING STARTED- VOLUNTEER ORIENTATION

Red River Valley Habitat for Humanity asks that all new volunteers complete our online Volunteer Orientation and Code of Conduct slideshow presentation. You can find both of these on our website.

Red River Valley Habitat for Humanity is committed to providing Volunteer Orientations before volunteers begin work of any kind. Our Volunteer Orientation can be completed in three easy steps, which are outlined on our website as follows:

- 1.** The first step in preparing to volunteer with Red River Valley Habitat for Humanity is completing our Volunteer Orientation. This orientation should take about 20 minutes to complete and will provide you with important information about our mission and values, our volunteer opportunities and provide an overview of our volunteer requirements.
- 2.** Next, we ask you to review Habitat's online Volunteer Safety videos located on our website. On this page, you will find a link to the Volunteer Safety videos at: <https://habitat.lezage.com/login.cfm?dp=24> The access code to begin is: W8NAEBTG Once you click on the link, be sure to click on the "Begin Now" button in the middle of the page and follow the instructions. We require all construction and repair volunteers to watch Volunteering On A Habitat for Humanity Job Site, Back Safety, Fall Safety, Ladder Safety, Portable Power Tool Safety, and Restore Safety and Loss Control for Volunteers.

Course loads and starts automatically. Watch and listen carefully! When the presentation has ended, you'll be prompted to take a quiz. Click the green square icon to begin the quiz. Scores 70% and above pass the course. When finished, you'll be given an accuracy score, indicating Pass or Fail (HFHNCM staff do not have access to scores). If you Pass, you will be directed to a course completion screen. If you Fail, we encourage you to log in again and retake the course. On the course completion screen, enter your first and last names in the appropriate fields. In the **Location** field, enter – Red River Valley Habitat for Humanity – followed by the state.

3. We ask that you complete our Volunteer Application and Waiver. To complete the Application, please head to our website at: www.rrvhabitat.com/opprtunities. To complete the waiver, please see the Volunteer Coordinator upon arrival for duty.

4. Finally, in preparing for volunteer duties, is to read the Code of Conduct. This should only take about 15-20 minutes to complete and will shed light on the importance of following the rules and guidelines set in place by Habitat for Humanity International (HFHI). You can find the Code of Conduct by heading to our website: www.rrvhabitat.com.

Volunteer Orientations for large groups or business/corporate group builds may be done offsite at a place of business, common public meeting place, or even on site before volunteer activities begin. Please call the Volunteer Coordinator at Red River Valley Habitat for Humanity's office at (701) 772-4418 to set up this type of Volunteer

Orientation.

Upon the selection of a volunteer opportunity with Red River Valley Habitat for Humanity, volunteers may need additional specific orientation required for the chosen activity. This includes on site orientations for more specific information for the chosen volunteer opportunity; for example, Construction Volunteers receive instruction at the construction site, and Office Volunteers will receive instruction in the Red River Valley Habitat for Humanity office.

DRESS CODE

Volunteers are expected to dress appropriately for the job they are performing. The following dress code applies to all construction, repair and other volunteer committees:

- Close-toed shoes.
- Apparel appropriate for specific work area and weather conditions (jeans and t-shirts are acceptable). Long pants are required, but no sweatpants, leggings or athletic gear. No tank tops. No clothing with disturbing messaging or provocative features, which could be viewed by others as offensive.
- Personal Protective equipment for specific job areas (talk to the Lead Volunteer when in doubt).
- No loose clothing or jewelry that could get caught or snagged.

***A Red River Valley Habitat for Humanity Volunteer t-shirt WILL be**

provided when you arrive for volunteer duties. Please see the Volunteer Coordinator upon arrival and he/she will get you the proper size. T-Shirt MUST be worn during volunteer activity, so that we know who is with our organization.

SAFETY

Red River Valley Habitat for Humanity volunteers share the responsibility for establishing and maintaining a safe work environment and are expected to follow safety rules and to exercise caution in all activities. If a volunteer does not comply with Red River Valley Habitat for Humanity's safety rules, there may be grounds for correctional action. Volunteers are also asked to report any unsafe conditions to a supervisor immediately. In addition, any accident that results in injury of any kind must be reported to the immediate staff supervisor, and an incident report must be filed.

AGE REQUIREMENTS

Red River Valley Habitat for Humanity has strict age requirements in order to ensure the safest work environment possible and protect everyone involved. The requirements are, as follows:

- Youths age 15 and younger are prohibited from active construction sites due to liability concerns.
- Youths age 16-17 may perform general construction work, but

may not use power tools, motor vehicles, participate in excavation, roofing, or work from a height of six feet or more.

- Adults age 18 and older may participate in all tasks available.

CODE OF CONDUCT

Becoming a Habitat volunteer comes with great rewards and responsibilities. Volunteers like you are representatives of Habitat for Humanity and its ministry. When you accept a volunteer role with Habitat for Humanity, you are committing to act in a way that promotes Habitat's mission, respects the local community, and ensures the safety of all participants. In addition to complying with all laws, regulations and Habitat for Humanity policies, all volunteers are expected to follow the volunteer code of conduct outlined below.

1. Promote a respectful community: Treat all volunteers, employees and community members with respect, courtesy, and dignity. This includes avoiding the use of humiliating, demeaning, offensive, or otherwise insensitive language that fails to respect the dignity of the person. Volunteers are also expected to refrain from engaging in intimidation, physical, sexual, and/or emotional violence toward others. Help promote a welcoming, respectful environment 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. Use of social media should be governed by the principles of respecting and protecting vulnerable populations while preserving their dignity and privacy. You are discouraged from posting anything on social media that permits

beneficiaries from being identified and/or traced.

2. 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. Under no circumstance, may volunteers engage in sexual activity with a child (a person under the age of 18, regardless of the legal age of consent and local laws), any Habitat staff or beneficiaries, or any community members. This includes not procuring commercial sex acts, even where such activities are permitted by local laws.

3. 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.

4. 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, even if permitted by local laws or by the laws of the volunteer's home country.

5. 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. Volunteers may speak with a staff member about appropriate ways to exchange gifts and our staff is happy to suggest gifts that will benefit the entire community.

6. Protect ministry assets: Use reasonable care to protect all Habitat for Humanity 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.

7. 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.

8. Speak up!: Habitat for Humanity embraces 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 or supervising volunteer. You can also anonymously report potential misconduct by reporting a claim to the confidential Habitat Ethics and Accountability Line.

PERSONAL HEALTH AND DRUG AND ALCOHOL ABUSE

Volunteers are required to be medically capable of performing the required work, requiring sound physical, emotional, and mental ability.

Volunteers must be free from the presence of illegal drugs, alcohol, or other substances that diminish or impair their ability to perform the volunteer activity. Any volunteer found under the influence of alcohol or drugs will be subject to termination of their role with Red River Valley Habitat for Humanity. Volunteers are prohibited from possession, distribution, sale, transfer, or use of alcohol or illegal drugs on Red River Valley Habitat for Humanity property or while volunteering. Any volunteer found participating in these actions will be subject to termination of their role with Red River Valley Habitat for Humanity. Volunteers with a drug, alcohol, or other substance abuse problem are urged to seek professional treatment.

DISCRIMINATION AND HARASSMENT

Red River Valley Habitat for Humanity is firmly committed to providing a positive work environment free of discrimination and bias. Each volunteer is personally responsible for maintaining such a work environment. Red River Valley Habitat for Humanity prohibits any harassment in the form of actions, jokes, or comments based on an individual's sex, sexual orientation, race, ethnic background, age, religion, physical condition or appearance, disability, marital or economic status, or other legally protected characteristic. Any conduct or action, whether overt or subtle, which creates an offensive

or hostile work environment is prohibited and will be grounds for immediate correctional action.

Any volunteer who feels that he or she is a victim of sexual or discriminatory harassment is encouraged to let the harasser know that their behavior is inappropriate and unwelcome. Volunteers who feel they have been harassed must immediately report the event to the Executive Director of Red River Valley Habitat for Humanity.

CONFLICT RESOLUTION

Red River Valley Habitat for Humanity does recognize that conflicts, misunderstandings, and other problems can arise. These concerns develop between volunteers or between volunteers and staff. Although most misunderstandings can and should be solved easily, more formal provisions have been made in order to resolve difficult problems.

Any volunteer who feels a conflict arise should directly inform the person who is the source or cause of the problem that a problem does exist. Those involved should attempt to resolve the issue independently in an informal and courteous manner. If the volunteer does not wish to communicate directly with the person who is the source or cause of the issue, or if the volunteer fails to satisfactorily resolve the issue after discussing it with the other person, the volunteer should then report the issue to the immediate staff supervisor. If attempts to resolve the situation are unsuccessful, then the volunteer should report the issue directly to the Executive Director.

TRANSPORTATION

All volunteers are required to arrange for their own transportation to the scheduled volunteer site or event. Red River Valley Habitat for Humanity does not provide transportation for volunteers.

PUNCTUALITY AND ATTENDANCE

In order to ensure smooth operation, Red River Valley Habitat for Humanity asks that volunteers arrive on time and extend common courtesy in informing the organization of absences. Volunteers are essential to Red River Valley Habitat for Humanity's operation; Red River Valley Habitat for Humanity depends on volunteers and is at a loss when they are absent. Additionally, activities may be put on hold or not be able to be completed if volunteers are late or absent. To cancel or reschedule a day of service, please contact the Volunteer Coordinator at Red River Valley Habitat for Humanity's main office: 1-701-772-4418 in a timely manner.

CANCELLATIONS

Red River Valley Habitat for Humanity will let volunteers know as soon as possible of any changes in scheduling or cancellations due to weather. This information can be found by checking online for a Facebook status update.

LOGGING HOURS

Volunteers will sign in and out each time they volunteer with Red River Valley Habitat for Humanity by checking in with the Volunteer Coordinator upon arrival at each site. Tracking volunteer hours is significant for volunteer appreciation, receiving grant money, and insurance coverage requirements, and is also helpful for volunteers to track their own personal service hours.

MEDIA

Members of the media are occasionally present on Red River Valley Habitat for Humanity properties and at Red River Valley Habitat for Humanity special events. Please adhere to the following rules if you speak with members of the media:

- Keep all remarks limited to personal experience.**
- Volunteers at any level of the organization are not entitled, empowered, or expected to speak to the media on the behalf of Red River Valley Habitat for Humanity.**
- Volunteers are prohibited from conducting business, meeting with the media or other organizations, and any other type of outreach on behalf of Red River Valley Habitat for Humanity.**

RECYCLING

Red River Valley Habitat for Humanity is committed to sustainability and environmentally friendly practices. Red River Valley Habitat for

Humanity makes every attempt to recycle materials from their office and from jobsites. Volunteers are expected to participate in Red River Valley Habitat for Humanity's recycling practices and encourage others to do the same. This includes using materials and resources wisely, and participating in the following:

- Separating garbage from recyclable materials.
- Placing glass, plastic, and paper in the appropriate recycling containers.
- Establishing and maintaining separate scrap piles for recycling on the job site and at the office based on the type of materials such as cardboard packaging, untreated wood, plywood & OSB, metal scrap, plastics, insulation, etc.
- Assisting with the removal of materials to be recycled if needed.

SMOKING

Red River Valley Habitat for Humanity is committed to providing a safe and healthy work environment. Smoking is prohibited on all Red River Valley Habitat for Humanity property. To prevent or minimize exposure of building occupants, indoor surfaces, and ventilation air distribution systems to environmental tobacco smoke, smoking outside of Red River Valley Habitat for Humanity property will occur at least 25 feet away from entries, outdoor air intakes, and operable windows. In recognition of federal law, any volunteer under the age of 18 is prohibited from smoking at any time.

DONATING

Becoming a donor is another way to support Red River Valley Habitat for Humanity. As a nonprofit organization, Red River Valley Habitat for Humanity relies on the generous contributions from individuals, corporations, faith based congregations, civic groups, and all other individuals in order to further the mission of eliminating poverty housing. Red River Valley Habitat for Humanity's volunteers provide savings on labor; however other expenses for operations, materials, and land used to build homes are costly. Please consider making a financial contribution or in-kind donation to Red River Valley Habitat for Humanity and encourage others to do so as well. Your support empowers hardworking low-income homebuyers to build a better future through homeownership.

TAX DEDUCTIONS

On their taxes, volunteers cannot deduct their service hours or the hourly value of the services they perform. They may be able to deduct any financial or in-kind donations that they have made but should retain all receipts and consult their tax preparation professional or accountant in doing so. Upon request, Red River Valley Habitat for Humanity will provide written receipts or other required documentation needed for tax preparation for qualifying donations.

VOLUNTEER OPPORTUNITIES

Red River Valley Habitat for Humanity values your support and involvement! It is our hope that in volunteering, your efforts with Red River Valley Habitat for Humanity will be enjoyable and fulfilling. There are many opportunities to utilize your individual talents. Volunteers are also able to serve in multiple capacities if they wish. We are committed to pairing each volunteer with an appropriate activity based on their individual interests and skills. Below is a list of available volunteer opportunities with Red River Valley Habitat for Humanity. Each includes a short general description as well as sample tasks or duties, recommended skills or interests, and an estimated length of time commitment. These opportunities however, are always changing based on fulfillment, so please continue to go to our website: www.rrvhabitat.com for the latest availabilities.

AFFILIATE PHOTOGRAPHER

Do you have a knack for photography? Are you looking to magnify your portfolio or gain more experience and exposure? Then this position is for you! We need an individual to be the face behind the camera lens, to capture all of our affiliate's important moments and memories. All public events, speaking engagements, volunteer days, staff and board member photos, and more! These images will be used in our marketing materials, for print, publication, website and social media.

BOARD OF DIRECTORS MEMBER

Do you have a background in law, finance, construction, a former Habitat homeowner, student at UND or Northland college or even housing? Do you have an extra 1-2 hours per month, are available for public events, attend meetings on the 3rd Tuesday of each month at 6 pm, want to be an advocate for affordable housing and are passionate about helping those in your local community? We need a few spots filled on our board. If these qualifications meet your background, apply today!

COMMUNITY ENGAGEMENT COMMITTEE MEMBER

Do you love marketing, planning events and TikTok? We are looking for several individuals who report to the Communications Director and serve as volunteer leads for mission awareness and advocacy at events, working with our staff to ensure mission messaging and goals are met through events and day-to-day operations. They must have a clear understanding of our organization's vision and mission. Represent our affiliate at outreach events such as health and job fairs, home and garden shows, as well as local expos and farmer's markets. They will also assist with creating materials for fundraising events to highlight the difference donors make possible when they give to our organization. They also will serve as an ambassador for our organization throughout different campaigns in our local community, by encouraging others to give back through donations or volunteering. You will turn your social media red for Giving Hearts Day in February, and one lucky candidate will get to create and develop our first ever

TikTok account. We are also looking for another candidate to videotape events and make stunning videos for our website and social media pages.

CONSTRUCTION COMMITTEE MEMBER

Do you work for a construction company, have a background in architecture, drafting, build planning or a general contractor, then join our Construction Committee, and fill our TWO open spots! You will oversee the Habitat Helpers Repair Program and our Homeownership Program. You'll be in charge of gathering materials for the repair program, determining which local building codes apply to each repair project and how to comply with them, organizing and leading volunteers during repairs, and closing out repair projects. You will also take on much of the preparation for a new build before the contractor begins securing bids including selecting a floorplan for approval by the Board of Directors, evaluating site conditions, and creating a tentative construction schedule. During construction, committee members will oversee the work of the contractor and subcontractors, provide regular updates to the Board of Directors about construction, work with the Habitat Partner Family to complete their Sweat Equity, and ensure the jobsite is clean and safe at the end of each workday.

FAMILY SERVICES COMMITTEE MEMBER

We are in need of TWO spots to be filled for our Family Services Committee. If you have 1-2 hours extra per month to give and are able to either meet in person or via Zoom, then apply today. You will help

select our future partner families, review applications for our programs, interview applicants, make partner family recommendations to the board of directors, and provide support to partner families throughout the repair or homeownership process and more! It is truly a rewarding experience and wonderful volunteer position. You won't regret it!

FUNDRAISING COMMITTEE MEMBER

Are you a former PTO Mom, love planning events, or great with sales? Then we need you! Join our Fundraising Committee and oversee our organization's fundraising efforts, manage fund development processes and then execute them. Budgeting, planning, prospect identification, marketing, solicitation, stewardship, and evaluation are some of the qualifications of this position. You will need to help manage and maintain relationships with staff and Board Members, leadership volunteers and donors. You may manage others as we grow and maintain relationships with certain individuals so that the organization's reach can be as broad as possible and fundraising goals can be met. In this case, you will need to create a system for holding those people accountable. You will also need to create and manage a fundraising team, their performance, goals and set future goals to improve overall performance. This is a minimum of two hour per month time requirement.

GENERAL VOLUNTEER FOR BUILD SITES

Do you want to help build our Habitat Partner Family's home or take pride in knowing you're able to make a difference to someone's home to make it safe and comfortable for their living situation? Then fill out the form today! No experience necessary, we just ask all build site volunteers complete video safety training as well as job-site training from experienced lead volunteers.

HANDBOOK REVISIONS AND AVAILABILITY

In order to retain necessary flexibility in volunteer management, Red River Valley Habitat for Humanity reserves the right to amend any of the policies and procedures described in the handbook. Revisions to this handbook will occur on an annual basis at minimum.

This handbook is available online on the Red River Valley Habitat for Humanity website under Volunteer Important Documents. Paper copies will be available upon request.

RED RIVER VALLEY HABITAT FOR HUMANITY

STAFF

4200 James Ray Dr. Grand Forks, ND. 58206

Phone: 1-701-772-4418

Website: www.rrvhabitat.com

Social Media: @rrvhabitat

Executive Director: Julie Lind Kosmatka

Communications Director | Volunteer Coordinator: Elizabeth Wilde

RED RIVER VALLEY HABITAT FOR HUMANITY

BOARD OF DIRECTORS

Board President: Trent Berg, Houston Engineering

Board Vice President: Steve Mueller, Garden Valley Technologies

Board Treasurer: Sherry Levenseller, University Federal Credit Union

Board Secretary: Sadey Koch, Oxford Realty

Other Chair Members:

Phil Vanyo, Oxford Realty

Sue Shirek, Northland Rescue Mission

John Fields, Northland Community and Technical College

Danielle Anderson, Former Habitat Homeowner and Volunteer

Debra Camperud, Habitat Homeowner and founder, You Shine, Too

Olivea Sehrt, Masters Student at University of North Dakota

Mike Sullivan, Red River Valley Community Action

HOURS OF OPERATION AND OBSERVED HOLIDAYS

Office hours are by appointment only.

Observed Holidays: Red River Valley Habitat for Humanity office may observe these holidays, dates may vary yearly:

- New Year's Day
- Martin Luther King Jr. Day
- Easter
- Memorial Day
- Juneteenth
- Fourth of July
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving and the following day
- Christmas Day and either the day before or the following day



4200 James Ray Dr. Grand Forks, ND. 58206

Phone: 1-701-772-4418

Website: www.rrvhabitat.com

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