

**VOLUNTEER**  
The power  
of paint



Central Berkshire

**Habitat**  
**for Humanity**<sup>®</sup>

Building Homes and Hope in  
the Heart of the Berkshires

# WHAT IT TAKES

## *Creating and Preserving Affordable Homeownership*

Whether you want to spend a day working at a construction site, a week building or rehabbing a house, making a financial contribution or volunteering at ReStore, Central Berkshire Habitat for Humanity can find work for you. The volunteer experience includes not only the satisfaction of learning new skills and contributing to a Habitat home, but also becoming a part of the Habitat Volunteer Labor Community. This community is founded on the generous contributions of land, materials, and money.

*This brochure details the opportunities for involvement at each level of service. We encourage your group to consider the resources that you can provide and make the level of commitment that is right for you.*

There are different ways for your volunteer efforts to be effective at helping to solve the affordable housing crisis. All of them help us address the need for decent housing and provide a rewarding hands-on experience.

### *Home Building*

Central Berkshire Habitat for Humanity builds homes with working, deserving families in Berkshire County in need of affordable homeownership. All of CBHFH's work is done on a volunteer/donation basis.

Working on a Central Berkshire Habitat project for one day or several days throughout the year is a great opportunity for small and large companies, congregations, retiree groups, schools and civic organizations to make a large impact in the neighborhood.

*Volunteering on a CBHFH project and providing the financial resources that are greatly needed to build a Habitat home, is not only a chance to create team building opportunities among clients and employees but it's also tax deductible.*



## HOW TO HELP

Central Berkshire Habitat for Humanity relies on the **VOLUNTEER** support of local individuals, businesses, civic and faith groups to help make the dream of homeownership possible for families in Berkshire County! All of CBHFH's work is done on a volunteer /donation basis.

If you would like to learn more about how you can volunteer with Central Berkshire Habitat for Humanity attend:

### *Blueprints: Monthly Volunteer Information Session*

Sessions are held the 4th Wednesday of each month at 7pm (unless otherwise noted) at the Habitat office located at 314 Columbus Ave, 2<sup>nd</sup> floor.

*Learn about some of the ways you can become a part of this local network of people who can proudly say "I helped build it!"*

## WHO TO CONTACT FOR BLUEPRINTS OR INDIVIDUAL AND GROUP VOLUNTEER INFORMATION:



### **Bernadette (Bernie) VanAlstyne**

Volunteer Engagement & Family Services Coordinator  
CBHFH

PO Box 2717

Pittsfield, MA 01202

413-442-3181

[iwantohelpbuild@verizon.net](mailto:iwantohelpbuild@verizon.net)

Main office email is [cbhabitat@verizon.net](mailto:cbhabitat@verizon.net)

## CONSTRUCTION

Habitat homes are built by an all volunteer workforce. No experience is necessary, just a willing attitude and a desire to help! Construction volunteers are guided by our professional construction staff and trained volunteer Crew Leaders! Currently, we are building our 24<sup>th</sup> home in Berkshire County!

### To Be Eligible to Volunteer on Habitat's Construction Site You Must:

- Sign a volunteer waiver
- Be at least 16 years old (some activities are age restrictive).
- Be able to make a full day commitment to Habitat (8:00am-3:00pm).

## Are you ready to Volunteer?

### Individuals

Visit our online registration center at [www.berkshirehabitat.org](http://www.berkshirehabitat.org) and [choose the Volunteer Up button](#) to sign up! Please note that sometimes the demand for build days exceeds the supply, so we may not be able to accommodate your first choice build day.

### Groups

Please contact Bernadette VanAlstyne Volunteer Engagement & Family Services Coordinator, by phone or via email and she will contact you regarding available dates. Working together is a great way to team build. We ask that groups make a financial contribution to the project.

### Crew Leadership

Habitat Crew Leaders are volunteers who act as "coaches" for semi-skilled or unskilled volunteers. Crew Leaders demonstrate tasks, maintain standards, monitor safety, and ensure that on-site volunteers have a satisfying experience. If you are interested in becoming a Habitat Crew Leader please fill out our skills assessment and return it.

### To take advantage of this opportunity:

- Determine what type of volunteer experience and financial sponsorship is appropriate for your team/group.
- Send an e-mail to [iwanttohelpbuild@verizon.net](mailto:iwanttohelpbuild@verizon.net) with "Group Volunteer Request" noted in the subject line.
- Let us know which type of volunteering opportunity you want to take advantage of, list possible dates, and how many volunteers you expect.
- Include daytime and evening phone numbers so the Volunteer Engagement Coordinator can contact you.



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## CONSTRUCTION FAQ's

### How long are we expected to volunteer/can I come for part of the day?

- Volunteers are expected to be onsite at 8:00 a.m.
- All volunteers are asked to stay for the entire day (until 3:00 p.m.).
- Flexible hours are available for scheduled work groups.

### Do I need construction experience to volunteer with Habitat?

- No! All skill levels welcome. Our trained staff and volunteers will help you along the way.
- Please note that construction is a physical task and you should be comfortable being on your feet for extended periods of time.

***\*If you are skilled please help those around you.***

### Where is the construction site located?

- All volunteers will be provided directions to the building site when they sign up for a build day.
- Some days there are multiple job sites and we ask that you remain flexible in your job and site assignments.

### How do we handle lunch?

- Volunteers need to bring their own lunch on Wednesdays.
- Registered volunteers will have lunch provided on Saturdays.
- Groups bring their own lunch to their build days and bring enough to share with the construction volunteer crew.

### Do I need to bring my own tools?

- If you have hand tools/tool belt feel free to bring them, but volunteers are not required to bring their own tools. WE ask that you label your tools.
- We recommend that you bring work gloves, carpenter pencil, and tape measure if you have them.
- Safety and protective equipment (gloves, goggles, and hardhats etc.) will be available on site.



All hands help the work!



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*\*Please note all volunteers are required to use the appropriate safety equipment as instruction by Habitat's construction staff and Crew Leaders (including, but not limited to hard hats and safety goggles). The Volunteer Up site has a safety video we suggest that you review prior to your scheduled work day.*

## **Can I volunteer more than once?**

- Yes! Please keep in mind Saturday's are often booked months in advance but we do build on Wednesdays during the week.
- If you are interested in volunteering on a reoccurring basis you may consider becoming a Crew Leader or a Site Coordinator! Visit our online registration center on our website to sign up!

## **What will I be doing as a construction volunteer?**

- We will probably not be able to tell you until you arrive onsite.
- Volunteers work on the building needs as determined by construction phase and the Construction Team.

*\*Please remember that what we ask of you is necessary to accomplish our goal and come with a willingness to try new things!*

## **Do we work in the rain/snow/ excessive heat?**

- As long as it is safe and productive- YES!
- If the weather gets really bad, we will stop working early, or put in a half day.
- Remember to dress appropriately for weather.

*\*In the event of inclement weather, please call the construction hotline at 413-442-3181 for information regarding build day status.*

## **Is this a smoke free work site?**

Smoking is allowed in designated smoking areas only.

ALL volunteers must be wearing sneakers or boots, and have a valid waiver on file to volunteer with Habitat, if you have not signed a waiver, you may fill one out on site.

Any additional questions may be directed to Bernadette VanAlstyne, Volunteer Engagement and Family Services Coordinator.



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## RESTORE

Opened in March of 2010, the Habitat ReStore specializes in selling new and used building materials, home furnishing and appliances to the public at drastically reduced prices. Since that time, the store has been staffed almost entirely by volunteers. All of the funds generated from the sale of donated merchandise goes to help build more Habitat homes!

### To Be Eligible To Volunteer In The Habitat ReStore You Must:

- Sign a volunteer waiver
- Be at least 14 (*14 and 15 welcome to volunteer with parent/guardian supervision*)
- Complete the Habitat Restore Volunteer Information Record – and return to Bernadette VanAlstyne, Volunteer Engagement and Family Services Coordinator by mail or to the ReStore at 70 Jefferson Place.

### Store Volunteers Are Responsible For:

- Stocking shelves (*may require some lifting- light to medium weight items- hand trucks and furniture dollies available*)
- Displaying merchandise
- Helping customers with their purchases
- Making sales

\*Time Commitment: minimum 4 hour commitment each day worked- at least 2 shifts per month requested.

### Donation Pick-Up Volunteers Are Responsible For:

Assisting ReStore staff with donation pick-up around the county (requires heavy lifting)

Helping to unload donations.

Truck drivers with valid driver's licenses especially needed!

\* Time: 8:30 a.m. - 1:30 p.m. (Wednesdays)

**Location & Store Hours: 70 Jefferson Place, (off Rte 20, West Housatonic St, Pittsfield, MA 01201**

Wednesday: 8:00 a.m. donation drop off only

**Open to the Public**

Friday: 8:00 a.m. - 4:00 p.m.

Saturday: 8:00 a.m. - 4:00 p.m.



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## COMMITTEES

Habitat Committee Members are a vital part of our organization, working directly with affiliate staff and volunteers to help further our mission of building simple, decent, affordable housing. As a committee member, you will attend monthly meetings, interact with like-minded individuals and see real change happening as a result of your contributions!

### Volunteer Opportunities Are Available With the Following Committees

Congregation Relations	Construction	Public Relations
Family Partnership	Family Selection	Neighborhood Revitalization
Finance	Habitat ReStore	Fund Raising
Resource Development	Site Selection	
Volunteer Services	Building for Tomorrow Coaches	

Meetings are held once a month at the Habitat office located at 314 Columbus Ave, 2<sup>nd</sup> floor unless otherwise posted.

Committee meetings times are scheduled by committee chair persons.



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## CURRENT COMMITTEE MEETING SCHEDULE

**On the second Tuesday of each month, the following committees meet:**

Building for Tomorrow

Finance Committee

**On the third Tuesday of the month the following committees meet:**

Building Committee

Family Partnership

**On the first Wednesday of each month the following committees meet:**

Family Selection

*\*Site Selection and Volunteer Services Committees do not meet monthly but instead members work with affiliate staff on special projects or meet as needed.*

If you are interested in becoming a committee member, please contact the corresponding department directly, or contact Bernadette VanAlystne, Volunteer Engagement and Family Services Coordinator.

## Coming Soon

Subject to Work Team Formation

## *A BRUSH WITH KINDNESS*

Begun as a program to help stop the decline of urban neighborhoods, *A Brush with Kindness* is a home renovation program that helps keep families in homes when they are having a difficult time keeping up with required maintenance.

Homeowners served by *A Brush with Kindness* are often elderly or disabled, and on a fixed income. Homes can be completed in a week or less and include repair, painting, and some minor landscaping. When you help keep a family in their home, your efforts may take only a few days, but impact is immediate. When a house turns into the pride of the street, it becomes a catalyst for a whole neighborhood turnaround.



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## YOUTH VOLUNTEER OPPORTUNITIES

**Who Are Youth Volunteers:** Individual Youth, Faith Youth, College Students, Community Groups of Youth, and Any Other Youth (25 and under)

### Join the Youth Volunteers!

- Join the Youth Volunteers and help with volunteer recognition and other exciting service project opportunities
- Join Habitat Sitters (15 years of age and older)
- Organize awareness and/or fundraising events for the community
- Start a campus chapter
- Participate in the fall annual meeting.

### Support our Construction Volunteers

- Donate Worksite Lunches!
- Provide lunches for Saturday work crews, a great opportunity for faith, civic, or youth groups!

### The Habitat ReStore Wants YOU!

Help Habitat raise funds to build more homes in Berkshire County while making an impact on the environment and the community. Volunteer in the Habitat ReStore!

- Volunteers assist with pricing, customer service, making sales and stocking shelves; requires some lifting
- Group Volunteers - Adopt A Day every month to volunteer in the Habitat ReStore
- Volunteers must be at least 14 years old. Volunteers ages 14 and 15 must have onsite parent/guardian supervision to volunteer

### Construction Jobs at multiple sites.

- Join Central Berkshire Habitat for Humanity on site and help us build houses and hope in the heart of the Berkshires and provide community support through Neighborhood Revitalization Initiatives. No experience is required just willingness to learn and a desire to help
- All construction volunteers must be at least 16 (with restrictions)



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## Community Service Site

### Important information for volunteers interested in completing community service hours:

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Central Berkshire Habitat for Humanity is a registered Community Service Station. Volunteers interested in earning community service hours with Habitat are welcome to volunteer in our Habitat ReStore located at Jefferson Place (off Rte 20). The Habitat ReStore is a retail outlet specializing in quality, new, used or surplus goods that are sold to the general public to help raise funds for Habitat home construction.

Volunteer opportunities are available in the Habitat ReStore on Wednesday, Friday, and Saturday. If you would like to sign up to volunteer, please fill out the Habitat ReStore Volunteer Information Record and return it to the CBHFH office at 314 Columbus Ave, 2<sup>nd</sup> Floor by mail to CBHFH, PO Box 2717, Pittsfield, MA 01202 make sure you include the day(s) and time(s) that you would like to volunteer and note that you are interesting in completing community service hours.

Once your form is received, you will be contacted to schedule your hours in the ReStore. You must be willing to complete a minimum of 16 hours with that Habitat Restore within one (1) month.

You will also be required to sign a volunteer waiver before you are able to volunteer. If you are under the age of 18 you must have a parent or guardian signature on this form. You will be responsible for tracking the hours you earn with Habitat. Timesheets are available in the Habitat ReStore and you must sign in and out.

If you need a letter to certify your hours, you must notify Bernadette VanAlstyne, Volunteer Coordinator 48 hours in advance. If you have been provided paper work and need a signature on any other forms you must provide the form and fill in the hours worked and an authorized staff member will be more than happy to sign off on them. Habitat will not sign-off on hours that have not yet been completed and will not falsify information. We will, however provide documentation on the hours you are scheduled to work if you will be completing hours with us after your community service deadline.

*\* If you are interested in completing community service hours on the Habitat construction site, please contact Bernadette VanAlstyne, Volunteer Engagement and Family Services Coordinator directly before signing up for a build day.*



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