

Habitat Host Volunteer Role Checklist

New Volunteer Orientation Saturday Morning



➤ Pre-Orientation

- Run through the basic Habitat Chicago info shared at your training!
- Read through the New Volunteer Orientation power point noting where the Habitat Host sections are, practice your sections as needed to feel comfortable with the information

➤ 9:30am Arrival- 1100 W. Cermak Rd. Suite 404 Chicago, IL 60608

- Learn how to buzz people into the office
- Double check the training room to ensure there is water, cups, snacks, plates, napkins all available
- Make sure there are scraps of paper and pens near each seat in the training room
- Help to buzz guests up to the office and then ensure they sign-in and then know where to go for the orientation
- Utilizing your powerpoint and notes, work alongside Habitat Chicago volunteers team to facilitate the orientation

➤ 12:00pm Dismissal

- Move water bottles and used cups to kitchen
- Put unused cups, plates & napkins away
- Gather unused scrap paper and pens and put away in closet
- Throw away used scrap paper and any other trash left behind in the training room