

Key Volunteer Roles/Responsibilities

The following Key Volunteer positions are available for each Homes for Our Troops Project. Please complete the volunteer survey on our website www.homesforourtroops.org and indicate which role you would be interested in learning more about.

Food Coordinator for events/Build Brigade:

- Reach out to local community to secure donations of food and beverages and gift cards to be used to purchase food and beverages for the events. (Any remaining gift card balances will be handed over to the veteran after the Key Presentation.)
- Coordinate volunteers and organize shifts of work schedule to serve food and beverages
- Record all pertinent donor information; individual/business addresses and donation information

Build Brigade: 100 people each day: water and coffee throughout the 3 days, breakfast, lunch, afternoon snacks daily

Volunteer Day: water, coffee, snacks. (Lunch is provided if this is rolled into a Key Presentation.)

Key Presentation: water and coffee

Weekly Construction Photography Documentation Assignment:

- Photograph weekly construction progress of home from foundation excavation to interior wallboard completion
- Ability to email pictures to Homes for Our Troops
- Approximately 6-8 week commitment

Fundraiser Coordinator:

- Approach local civic organizations and the community at large regarding fundraising opportunities
- Train fundraiser chairpersons in HFOT Fundraising procedures
- Assist fundraiser chairpersons by supplying HFOT materials and guidance
- Record and monitor funds raised
- Maintain contact information and complete records of participants
- Speak on behalf of HFOT at local fundraisers

Street Team Leader:

- Follow list provided to ensure community awareness of our mission and local project
- Organize Street Team plan of action to canvas local community
- Oversee Street Team Members and assigns tasks as necessary

Street Team Members:

- Raise community awareness by hanging posters, and placing acrylic donation boxes around the community
- Speak on behalf of HFOT at local functions and fundraisers as necessary

Community Liaison:

- Identify local radio stations, newspapers, civic organizations (boy scouts, girl scouts, etc.), community groups, veterans' organizations, schools and churches
- Assemble a list of potential area donors for the project including; contractors, food and beverage companies, large employers, etc.
- Recommend companies to assist with the project, i.e. porta-potties, tents, tables, and chairs rentals, AV equipment rentals, etc.

Shipping Receiver:

- On the ground contact person to receive and/or ship any items from/to HFOT
- This person should be available to sign for shipments if necessary, possibly a business or company address is best