

Long-Term Volunteer Program Handbook and Application



"Committed to Building Faith"

Project Homecoming's Long-Term Volunteer Program

Thank you for your interest in serving with Project Homecoming as a Long-Term Volunteer (LTV)! We hope that we are able to answer many of your questions about this program with the information provided in this handbook. If you have any other questions please do not hesitate to contact Jillian, our AmeriCorps Program Director, at (504) 684-7505 or via email: jillian@projecthomecoming.net

The application process is as follows:

1. Review the material in this handbook and be sure that you are clear with the rules and expectations of LTV's.
2. Write a cover letter that addresses the following:
 - a. Why you are interested in serving with Project Homecoming.
 - b. The skills and experience that you would bring to our program.
3. Submit your cover letter to jillian@projecthomecoming.net along with your completed application, which can be found on the last two pages of this handbook.
4. After we review your application and your requested arrival and departure dates, we will contact you to schedule an interview.
5. Following the interview, we will ask that you sign and return a form that authorizes Project Homecoming to conduct a criminal background check. We will also contact your professional references at this time.
6. Once we have determined that there will be a room available during your anticipated travel dates, we will notify you of our final decision regarding your acceptance into the program.
7. If you are accepted, you will be expected to arrange your own travel and transportation to our office in New Orleans.
8. LTV's will receive a letter outlining their terms of service once they have been accepted into the program. This letter must be signed by the AmeriCorps Program Director and the Long-Term Volunteer in order to officially begin service.
9. Each LTV will go through an initial two-week "trial period". After this period you will meet with your Construction Manager and either the AmeriCorps Program Director or Operations Director in order to discuss your continuation in the program. Any Long-Term Volunteer who is dismissed from the program will be asked to leave at his/her own expense.
10. Following the evaluation of your trial period, you may continue your volunteer service anywhere from one month to three months. After the first three-month period, we will schedule an evaluation with your Construction Manager in order to assess the progress of your project and goals. Long-Term Volunteer terms may be renewed every 90 days, depending on the results of this evaluation.

Program Rules and Expectations

- Drugs and firearms are prohibited on all Project Homecoming property.
- Any alcohol at the housing facility should be used responsibly and only outside of our normal business hours (M-F 8am to 5pm).
- Indoor smoking, incense, candles, or anything that could be a potential fire hazard is strictly prohibited.
- While we welcome your friends and family to visit, please notify the AmeriCorps Program Director of any guests you invite to stay overnight.
- Project Homecoming **does not tolerate** abuse or harassment of any kind. Sexual, verbal or physical abuse will be grounds for immediate dismissal/removal from Project Homecoming property, along with potential dismissal of service.
- LTV's are welcome to use all available common areas, but you must clean up after yourselves. Please be considerate and respectful of Project Homecoming's office environment.
- Do not leave trash or debris outside of your rooms or in common areas.
- **Common areas:** Common areas are to be kept clean. All office residents are required to complete chores as assigned while they stay at the office facility. If necessary, a chore chart will be created in order to enforce those assignments.
- **ARC volunteers:** A group from the ARC program of Greater New Orleans volunteers every Tuesday to clean the common areas upstairs. While they are here to help out, please respect them as well by maintaining a basic level of cleanliness.
- **Security alarm:** Please use the security system as instructed during non-business hours, for the sake of your own safety as well as that of the other office residents.
- **Kitchen:** Any mess that you make in the kitchen/dining areas must be cleaned immediately. This includes wiping down the stove, microwave, and countertops. Take the trash out to the bins when it is full. **Do not leave dishes in the sink!** The kitchen is a visible part of the office, and keeping it clean is vital to a professional appearance.
- **Trash schedule:** Trash bins are located in the back of the truck parking lot. **Trash must be taken to the curb on Sunday nights and Wednesday nights for morning pick-up.** Please help us be a good neighbor by picking up any trash that has scattered into the yard or street.
- **Recycling schedule:** Recycling bins must be taken to the curb on **Sunday nights for Monday morning pick-up.** Do not place glass in the recycling. Please help us be a good neighbor by picking up any trash that has scattered into the yard or street.

Persistent violations of any of these rules may be grounds for removal. Project Homecoming provides housing with the expectation that all residents will respect our organization, our staff and volunteers, and the overall office environment.

Work Sites

- Drugs, firearms and alcohol use are prohibited on all Project Homecoming and work sites.
- Do not promise or perform any work on projects that is outside the scope of work without first speaking to your Construction Manager.
- When working in clients' homes and communities, please be sensitive to their concerns and privacy. Respect the confidentiality of those with whom you are working.
- As a representative of Project Homecoming, please treat all neighbors and members of the community with appropriate respect, manners and sensitivity.
- Please ask permission before taking any photos.
- Please do not take any mementos from work sites without permission from your supervisor.
- Wear proper attire on the work site and on all Project Homecoming property.

On the work sites, proper attire includes:

- Sturdy work shoes (**MUST** be closed-toe!)
- Pants, especially when working around a lot of debris
- Hard hats, especially when working around any overhead hazards
- All other safety equipment as required by the safety manual or your supervisor
- Relatively presentable attire should be worn on all Project Homecoming property: no large holes, tears, excessively destroyed or stained clothing

Please remember, when you are on a Project Homecoming work site you are a highly visible representative of our organization!

- Pets are not allowed to be kept on Project Homecoming property or on the work sites.
- Please use stewardship and responsibility with tools and materials ("measure twice, cut once").
- Long-Term Volunteers may be placed in a leadership role for assigned tasks. Please take this responsibility seriously, and let your Construction Manager know if you have any questions or concerns with this aspect of the position.
- Report any and all injuries to your Construction Manager. You must complete an online injury report form as soon as possible following an accident. If you're unsure of how to do this, please see any Project Homecoming staff member for help.
- All time must be reported weekly using the Build Star time keeping system. Any questions or concerns using Build Star (including forgotten log-in information) may be directed to the AmeriCorps Program Director. Failure to complete your time sheets may result in corrective action.

Meals

- Office: LTV's staying at our office will have access to the kitchen for daily food preparation. **Everyone who uses the kitchen is responsible for cleaning up after themselves.**
- Village: LTV's are also invited to eat dinner at the Volunteer Village, located at 4523 Read Boulevard, on Thursday evenings (aka "Neighbor Night") for 6:30PM. Be sure to check with a Village Manager by Wednesday to find out if Neighbor Night is scheduled for the week.
- Laundry: The washer and dryer are available for use at all times. Please be respectful of your fellow LTV's and refrain from doing laundry while others are sleeping, and remove clothing from the machines as soon as they are done.
- Bathrooms: Please do not leave personal items, such as towels or clothes, in the showers or public areas. Wipe any dirty or wet surfaces after yourselves. Take the trash out to the bins when it is full.

Transportation

- LTV's are expected to follow the policies and procedures outlined in Project Homecoming's vehicle usage agreement. If an LTV uses his/her personal vehicle for business-related travel, he/she may be reimbursed for mileage as per the Project Homecoming vehicle policy.
- A bicycle will be provided for LTV's as long as one is available for loan. If a bicycle is loaned to you, we expect you to take care of it as if it were your own. You will be responsible for any necessary maintenance, and for keeping it securely locked when not in use!

Terms of Service

- LTV's will be expected to serve **at least 32 hours per week, between the hours of 8AM and 5PM Monday through Thursday**. The volunteer's work schedule will be decided upon by the LTV and his/her Construction Manager.
- LTV's will notify his/her Construction Manager at least 1 week in advance of any absences, time off requests, or other changes that deviate from the regular work schedule.
- In case of illness or injury, LTV's should call or text his/her Construction Manager as soon as possible to notify them, no later than 8AM the morning of the anticipated absence.
- All LTV's are provided with a weekly stipend of \$40 in order to cover groceries, gas, and other incidental expenses. This stipend is provided under the assumption that you are regularly meeting all of the terms of LTV service. Persistent disregard for the program's expectations may result in your stipend being withheld until corrective action is taken.

These guidelines are in place so that we can create a positive experience for everyone who is involved in making our LTV program successful! Thank you for being here, and thank you for your service with Project Homecoming!



PROJECT HOMECOMING, INC.

Long-Term Volunteer Application

APPLICANT INFORMATION

Last Name		First	M.I.	Date of birth
Street Address			Apartment/Unit #	
City and State		ZIP	Country	
Phone		E-mail Address		
Desired Start Date	Desired End Date		Social Security No.	
Desired position (check one): <input type="checkbox"/> Construction Assistant <input type="checkbox"/> Other (please specify):				
Are you a citizen of the United States?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?
				YES <input type="checkbox"/> NO <input type="checkbox"/>
Have you ever been convicted of a felony?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain:
Have you had any traffic violations, tickets or fines in the past 5 years?		YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, explain:

EDUCATION

High School		Address		
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
				Degree
College		Address		
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
				Degree
Other		Address		
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
				Degree

REFERENCES (Please include at least two professional references)

Full Name		Relationship
Company		Phone
Address		
Full Name		Relationship
Company		Phone
Address		
Full Name		Relationship
Company		Phone
Address		

PREVIOUS EXPERIENCE

Organization		Phone	
Address		Supervisor	
Position Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
Organization		Phone	
Address		Supervisor	
Position Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
Organization		Phone	
Address		Supervisor	
Position Title	Starting Salary	\$	Ending Salary \$
Responsibilities			
From	To	Reason for Leaving	
May we contact your previous supervisor for a reference?		YES <input type="checkbox"/>	NO <input type="checkbox"/>

MILITARY SERVICE

Branch	From	To
Rank at Discharge	Type of Discharge	
If other than honorable, explain		

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge. I understand that this application is not an employment contract, but is merely intended to evaluate my suitability for Long-Term Volunteer service. If this application leads to volunteer deployment, I understand that false or misleading information in my application or interview may result in my release from the program.

Signature _____

Date _____