



## Site Host Role Description

### Quick Reference Guide

#### Accountable to: Affiliate Project Leader

#### Description:

Affiliate volunteer or staff person who welcomes volunteers to the build site and manages volunteer sign-in. The volunteer sign-in process includes having volunteers sign in on the worksite to capture Lutheran and Thrivent Financial member data, collecting any waivers brought to the site and distributing name tags. Site hosts can also check with volunteers throughout the day to ensure they stay hydrated, know the location of rest rooms, etc. Consider recruiting a Thrivent Financial member or another Lutheran who is committed to volunteering regularly throughout the build.

#### Expected Commitment:

1. Duration of local construction of *Thrivent Builds Homes* build(s). (Length of service depends on how many Site Hosts have been recruited to serve.)
2. Meet with Affiliate Project Leader, as needed.

#### Responsibilities:

1. Welcome volunteers to build site and provide the daily reflection to start the work day.
2. Give volunteers the following overview:
  - a) Habitat for Humanity's mission and the local work of the affiliate.
  - b) Thrivent Financial for Lutherans® and *Thrivent Builds with Habitat for Humanity*®.
    - While Thrivent Financial for Lutherans is a Fortune 500 insurance and financial services company, it is also a faith-based not-for-profit membership society. Technically, Thrivent Financial is a "fraternal benefit society," which allows it to give the money that would have gone to taxes back to the community and to congregations. Thrivent Financial and Habitat for Humanity share common values of caring for others and helping individuals and families build their assets and meet their financial needs.
    - Thrivent Financial and its members have worked with Habitat for Humanity since 1991. This partnership, *Thrivent Builds with Habitat for Humanity*, launched in September 2005, has provided well over \$125 million to help eliminate substandard housing by building hundreds of homes in the U.S. and more than 1,000 Habitat homes internationally per year. This partnership makes Thrivent Financial one of the largest financial and volunteer allies in Habitat's 34-year history.
    - Find out if a Thrivent representative is present. If so, introduce them: "Today, we have \_\_\_\_ and \_\_\_\_ present from Thrivent Financial." Consider asking Thrivent employees to explain what they do or invite them to offer a blessing.
3. Lead volunteers through the entire day, ensuring their personal needs are met and the tasks at hand are clearly explained.
4. Provide explanation for the volunteer sign-in and ensure that everyone signs in and has written legibly. (Ensure that the Lutheran and/or Thrivent participants indicate their affiliation.) Point out to volunteers that they are also signing a photographic release when signing in and show them how they can opt out of having their picture used. Collect any outstanding liability waivers.
5. Communicate regularly with the volunteer coordinator and construction coordinators regarding how the build day is progressing.
6. Provide feedback and reports to the Affiliate Project Leader.

#### Qualifications:

1. Understand the Habitat for Humanity philosophy and the goals of the *Thrivent Builds Homes* program.
2. Have good "people skills" and be a clear communicator.
3. Be comfortable speaking to large groups and expressing the mission of Habitat for Humanity and *Thrivent Builds with Habitat for Humanity*.
4. Understand the difference between "enabling" and "empowering."