



Working on a House with Rebuilding Together

Groups that commit to working on a house on Rebuilding Day are asked to provide a team of 10 to 20 volunteers to perform the repairs needed in their assigned house. Each team should designate a House Captain. The House captain plans the work for their Work Day and manages the team of volunteers.

We recommend that the House Captain appoint the following people to assist him or her with planning and with the management of the project:

- A **Skill Captain**. This person will help you develop your scope of work, will be assigned the jobs needing the most skill on Work Day, and will also help instruct other team members in how to do semi-skilled work. Sometimes the Skill Captain and the House Captain are the same person.
- A **"First Mate"** to help you, the **House Captain**, coordinate all your efforts. This could also be the person you think would make a good future house captain. It will be good training ground for them and a great help to you!

I. House & Skill Captain Responsibilities:

- Attend House & Skill Captain Training (bring your First Mate too!).
- Recruit volunteers for your Work Day. You might also need volunteers to help you with prep work.
- Contact the homeowner of your assigned house to set up a time to meet. Provide the homeowner with a phone number where he or she can reach you easily. If you have trouble reaching the homeowner, call Rebuilding Together as soon as possible and we will assist you.
- Develop the scope of work for your assigned house and send to Rebuilding Together 3 weeks prior to Work Day.
- Purchase or acquire donations of materials and supplies for your project. Follow the budget assigned for your house and inform Rebuilding Together if you need to increase your budget.
- Submit documentation of purchases (receipts) to Rebuilding Together.
- Plan the work and manage the volunteers on Work Day.
- Ensure that all volunteers sign the Volunteers Agreement and Release from Liability (Waiver) forms prior to beginning any work on the house.
- Provide volunteers with all safety related information. Rebuilding Together will supply this information for you. Enforce good safety practices on the job site at all times.

II. What you can expect from Rebuilding Together:

- Assistance with selecting a house that is appropriate to the skills of your volunteer team.
- Pre-inspection of the house, along with identified priorities for repair.
- Careful screening of homeowner applicants to ensure eligibility for our services.
- Coverage of costs for all materials for projects (within budget guidelines).
- Planning tools and technical assistance with developing your scope of work.
- Lunch, volunteer support, and t-shirts for your volunteers on Work Day.
- Training for House & Skill Captains including important safety information and training.
- Assistance with homeowner communication.
- Easy access to all necessary forms and documents through our website www.RTBaltimore.org