

Volunteer Guides

This guide will go over the steps on how to become a volunteer with Green Mountain Habitat for Humanity.

Any questions please reach out to volunteer@vermonthabitat.org

Registering as a new volunteer

- To register as a new volunteer first click “sign up for a shift” on our website to be sent over to the signup site called Volunteer UP! From this screen, click “log in” in the upper left corner.

Green Mountain Habitat for Humanity

Administrative Office: Green Mountain HFH, PO Box 1438, 400 Cornerstone Drive Ste. 313, Williston, Vermont 05495-1438

Habitat ReStores: 828 Essex Rd, Williston, 414 Rt. 7 South, Milton, 104 Robin Hood Dr, Swanton

Log In My Info Return to Main site Donate Safety Training

Volunteer Opportunities

<< Prev. Month << Prev. Week February 2024 March 2024 April 2024 May 2024 Next Week >> Next Month >>>

Tuesday, January 2, 2024

Project Page 1 of 1		
Date	Build Sites	ReStores
Mon 1/1/2024	Manhattan Drive	ReStore Swanton
	Closed	
Tue 1/2/2024	Open	Sign Up
Wed 1/3/2024	Open	Sign Up
Thu 1/4/2024	Open	Sign Up
Fri 1/5/2024	Open	Sign Up
Sat 1/6/2024		Sign Up
Sun 1/7/2024		
	Manhattan Drive	ReStore Swanton
Mon 1/8/2024	Open	Sign Up
Tue 1/9/2024	Open	Sign Up
Wed 1/10/2024	Open	Sign Up
Thu 1/11/2024	Open	Sign Up
Fri 1/12/2024	Open	Sign Up

- This new screen is where repeat volunteers can log in and where new volunteers can register. Click “Register” and go through the registration questions. Create a username and password. This will be used when clocking in and out on site. Please make sure to add your email address as that is the main way we reach out when volunteer days are canceled, and locations are closed. Once done click “Register”. If you are registering with a group or as a partner family, please make sure to check the box next to your group's name during registration. This will ensure you are viewing the right shifts. Everyone will always see the “individual” shifts as you can still sign up for your own shifts even after your group date has passed!

Green Mountain Habitat for Humanity

Log In or Create an Account

I am a Registered Volunteer!

Please enter your User Name and Password and click the Login Button.

User Name: AdminTest

Password: *****

Forgot your username/password?

Login Cancel

I am a New Volunteer!

When you Register as a Volunteer

- At your convenience, sign up.
- Receive automated e-m reminders.
- Track your volunteer core volunteer schedules.
- Receive updates on spec sensitive information.

Register

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Green Mountain Habitat for Humanity

Volunteer Profile

Register

Fields below marked with an asterisk (*) are REQUIRED.

User Name* [input field]

* Please choose a user name that is a minimum of 4 alphanumeric characters. Letters and numbers only with no embedded spaces. Example: johnsm123

Password* [input field]

* Please choose a password that is a minimum of 4 alphanumeric characters with no embedded spaces. Letters and numbers only with no embedded spaces. Example: johnsm123

Confirm Password* [input field]

* Please retype your password.

Name* First: [input field] Last: [input field]

Email* Providing an email address is essential if you want to receive sign up confirmations and schedule notifications. If you do not have email, please check "none". [input field]

None

- On the next screen, please sign the Liability Waiver and make sure you check that you are an adult or a minor.
- From here you can see the calendar with all the shifts available and select the ones you’d like to sign up for.

Signing up for a shift

- To sign up for a shift, first, log into your account and look at the calendar line for the location you would like to volunteer at. For instructions on how to log in, please scroll to the top and look under “Register as a new Volunteer”.
- View the available shifts and click the one that most closely aligns with the timeframe you are looking to volunteer for. Construction volunteers are asked to stay for the whole 8am – 3pm shift, while Restore volunteers can be more fluid. Groups who have signed up, please look out for your specific group shift for the day scheduled.

The screenshot shows the Green Mountain Habitat for Humanity website's volunteer opportunities page. At the top, there are navigation links: Log Off Here!, My Info, Return to Main site, Donate, Safety Training, and Logins: 16,533. Below this is a calendar navigation bar with links for Prev. Month, Prev. Week, February 2024, March 2024, April 2024, May 2024, Next Week, and Next Month. A welcome message reads "Welcome Tester Test!" for Friday, January 12, 2024. The main content is a table titled "Project Page 1 of 1" with columns for Date and Shift details. The table lists shifts for Monday (1/15/2024), Tuesday (1/16/2024), Wednesday (1/17/2024), and Thursday (1/18/2024). Each shift is for "Build Sites" at "Manhattan Drive" and is currently "Open" for "Individuals (8:00a 3:00p)", "Partner Family", and "Nikolaus".

Project Page 1 of 1	
Date	Build Sites Manhattan Drive
Mon 1/15/2024	Open Individuals (8:00a 3:00p) Partner Family, Nikolaus
Tue 1/16/2024	YouthBuild Group Individuals (8:00a 3:00p) Partner Family, Nikolaus
Wed 1/17/2024	Open Individuals (8:00a 3:00p) Partner Family, Nikolaus
Thu 1/18/2024	Open Individuals (8:00a 3:00p) Partner Family, Nikolaus

- Once you click the shift, it will open a new screen. This screen will show the details of the project including where to park, what to wear, and bring. Select the shift option at the top of the page and click “Sign Up”. You will click the same button now titled “delete sign up” to take your name off that shift. On this page you will also see the number of spots open for that shift. If the shift is already filled you can either sign up for the following shift, be waitlisted or sign up for a different day.

The screenshot shows the "SIGN UP" page for an "Admin Test" shift at "Manhattan Drive" on "Tuesday, January 2, 2024". At the top, there are buttons for "Update", "Delete SignUp", and "Return". Below this is a table with columns for "Select Shift(s)", "Individuals (8:00a 3:00p) 8:00 AM to 3:00 PM", and "Vols/Guests Needed". The "Individuals" shift is selected with a checkbox, and the "Vols/Guests Needed" is 8. Below the table, there are fields for "Group Name (if any)", "Email Reminder" (set to "No Reminder"), "Text Message Reminder" (set to "No Texting"), "Project" (Manhattan Drive), "Short Description" (Help us build in Burlington!), "Date" (Tuesday, January 2, 2024), "Project Type" (Build Sites), and "Instructions" (All training and tools are provided. The workday is from 8am to 3pm. Where do I park? Free street parking is available on Manhattan Drive. Do I bring my own lunch and drinks? Volunteers should plan to bring a bag lunch, unless participating in a Sponsored Team Build or Women Build — lunch is provided for paid groups. We also ask volunteers to bring enough water for the day).

- You will now see a sign-up confirmation and should receive an email as well. From here you will see the shifts you sign up for show as highlighted in blue on the calendar.