

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!

The screenshot shows the Green Mountain Habitat for Humanity logo at the top left. Below it is a dark blue bar with the text "Log In or Create an Account". The page is split into two columns. The left column is titled "I am a Registered Volunteer!" and contains a text box for "User Name:" and a text box for "Password:". Below these is a link that says "Forgot your username/password?". At the bottom of this column are two buttons: "Login" and "Cancel". The right column is titled "I am a New Volunteer!". Below the title is the text "When you Register as a Volunteer you can:" followed by a bulleted list: "At your convenience, sign up to Volunteer online.", "Receive automated e-mail confirmations and reminders.", "Track your volunteer commitments and print volunteer schedules.", and "Receive updates on special events and time sensitive information." At the bottom of this column are two buttons: "Register" and "Cancel".

- 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)
 - 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!

I am a New Volunteer!

When you Register as a Volunteer you can:

- At your convenience, sign up to Volunteer online.
- Receive automated e-mail confirmations and reminders.
- Track your volunteer commitments and print volunteer schedules.
- Receive updates on special events and time sensitive information.

A close-up of the "Register" and "Cancel" buttons. The "Register" button is highlighted with a red rectangular box.

The screenshot shows the "Volunteer Profile" registration form. At the top is the Green Mountain Habitat for Humanity logo. Below it is a dark blue bar with the text "Volunteer Profile". Below the bar is a "Register" button. Below the button is the text "Fields below marked with an asterisk (*) are REQUIRED." The form has several fields: "User Name*" with a text box and a note below it: "* Please choose a user name that is a minimum of 4 alphanumeric characters. Letters and numbers only with no embedded spaces. Example: johnsmith123"; "Password*" with a text box and a note below it: "* 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: johnsmith123"; "Confirm Password*" with a text box and a note below it: "* Please retype your password."; "Name*" with "First:" and "Last:" text boxes; and "Email*" with a text box and a note below it: "* 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'." Below the email field is a radio button labeled "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.
- 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.

	Winooski	Milton	Swanton	Williston
Mon 2/17/2025	Individual (8am-3pm) - 0/15 Partner Family - 0/5	Individuals (10:00a - 1:30p) - 0/10 Individuals (1:30a - 5:00p) - 0/10	Individual (9:00a - 12:00p) - 0/15 Individual (12:00p - 3:00p) - 0/10	Individual (10:00a - 12:00p) - 0/10 Individual (12:00p - 3:00p) - 0/10 Individual (3:00p - 5:00p) - 0/10
Tue 2/18/2025	Individual (8am-3pm) - 0/15 Partner Family - 0/5	Individuals (10:00a - 1:30p) - 0/10 Individuals (1:30a - 5:00p) - 0/10	Individual (9:00a - 12:00p) - 0/15 Individual (12:00p - 3:00p) - 0/10	Individual (10:00a - 12:00p) - 0/10 Individual (12:00p - 3:00p) - 0/10 Individual (3:00p - 5:00p) - 0/10
Wed 2/19/2025	Individual (8am-3pm) - 0/15 Partner Family - 0/5	Individuals (10:00a - 1:30p) - 0/10 Individuals (1:30a - 5:00p) - 0/10	Individual (9:00a - 12:00p) - 0/15 Individual (12:00p - 3:00p) - 0/10	Individual (10:00a - 12:00p) - 0/10 Individual (12:00p - 3:00p) - 0/10 Individual (3:00p - 5:00p) - 0/10
Thu 2/20/2025	Individual (8am-3pm) - 0/15 Partner Family - 0/5	Individuals (10:00a - 1:30p) - 0/10 Individuals (1:30a - 5:00p) - 0/10	Individual (9:00a - 12:00p) - 0/15 Individual (12:00p - 3:00p) - 0/10	Individual (10:00a - 12:00p) - 0/10 Individual (12:00p - 3:00p) - 0/10 Individual (3:00p - 5:00p) - 0/10
Fri 2/21/2025	Individual (8am-3pm) - 0/15 Partner Family - 0/5	Individuals (10:00a - 1:30p) - 0/10 Individuals (1:30a - 5:00p) - 0/10	Individual (9:00a - 12:00p) - 0/15 Individual (12:00p - 3:00p) - 0/10	Individual (10:00a - 12:00p) - 0/10 Individual (12:00p - 3:00p) - 0/10 Individual (3:00p - 5:00p) - 0/10
Sat 2/22/2025		Individuals (10:00a - 1:30p) - 0/10 Individuals (1:30a - 5:00p) - 0/10	Individual (9:00a - 12:00p) - 0/15 Individual (12:00p - 3:00p) - 0/10	Individual (10:00a - 12:00p) - 0/10 Individual (12:00p - 3:00p) - 0/10 Individual (3:00p - 5:00p) - 0/10

- 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.



SIGN UP

Admin Test
Manhattan Drive
Tuesday, January 2, 2024

Select Shift(s)	<input checked="" type="checkbox"/> Individuals (8:00a 3:00p) 8:00 AM to 3:00 PM	Vols/Guests Needed
		8
		Shift Totals
		8

Group Name (if any):

Email Reminder:

Text Message Reminder:

Project: Manhattan Drive

Short Description: Help us build in Burlington!

Date: Tuesday, January 2, 2024

Project Type: Build Sites

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.

Checking In & Checking Out

- When you arrive at the ReStore for your shift go to the kiosk where you will find your name and select "Check In" once you have finished your shift select "Check Out"

Williston Check In/Check Out for 12/13/2024

Project Date: 12/13/2024

Project: Williston

[Check In All](#) [Check Out All](#) [Self Check In/Out Kiosk](#) [Group Check In/Out Kiosk](#)

Volunteer Check In/Out

Filter Names: _____

Name	Check In	In Time	Check Out	Out Time	Hours	Waiver Date
Williston Admin	<input checked="" type="checkbox"/>	12:32	<input type="checkbox"/> Not		0	02/21/2024
Alyssa Smith	<input checked="" type="checkbox"/>	12:32	<input type="checkbox"/> Not		0	01/10/2023
John Murray	<input checked="" type="checkbox"/>	09:32	<input checked="" type="checkbox"/> Out	10:09	0.63	01/14/2023
Elizabeth Walker	<input checked="" type="checkbox"/>	09:31	<input checked="" type="checkbox"/> Out	10:10	0.64	01/05/2023
Christian Williams	<input type="checkbox"/> Not				0	09/23/2024