



## Volunteer Application Interest & Skills Assessment Form (VAISAF)

The volunteer safety course at [www.hftvolunteerinsurance.com](http://www.hftvolunteerinsurance.com) and the VAISAF must be completed before scheduling.

**Regular Volunteers must complete the VAISAF Form Prior To Starting**

Have you completed a VAISAF within the last 12 months? Yes \_\_\_ No \_\_\_

Volunteer Name: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_

Home Address: \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone: ( ) \_\_\_\_\_ Work Phone: ( ) \_\_\_\_\_

Cell Phone: ( ) \_\_\_\_\_ Email: \_\_\_\_\_

Are you over 16 years of age? \_\_\_ yes \_\_\_ no

**Emergency Contact:**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Home Phone: ( ) \_\_\_\_\_ Work: ( ) \_\_\_\_\_ Cell: ( ) \_\_\_\_\_

Place of employment: \_\_\_\_\_

If you are currently a student, please tell us the name of your school: \_\_\_\_\_

If you are a member of a religious organization, church, temple, mosque, etc., please tell us which one:

\_\_\_\_\_

Group \_\_\_ yes \_\_\_ no If yes name of group \_\_\_\_\_

Please check below the time(s) you are available to volunteer. (Example 9 am – 12 noon in Tuesday slot)

Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
From							
To							

**Office Hours:** Monday-Friday, 8:00 AM to 5:00 PM, **ReStore:** Tuesday-Friday, 10:00 AM to 2:00 PM, Saturday, 9:00 AM to 2:00

**Construction:** Tuesday-Saturday, 8:30 AM to 4:00 PM.

Please place an “X” below in the left column next to the volunteer categories you are interesting in and circle the specific job task(s) you feel you would be interested in that your experience would best match.

<b>“X” Volunteer Category</b>	<b>Job Tasks</b>
<b>Office</b>	Filing, data entry and general clerical support to Office Manager.
<b>Executive Support</b>	Research, reports, audit preparation and surveys for Executive Director.
<b>Neighborhood Revitalization Initiative (NRI)</b>	Projects and administrative support to Neighborhood Revitalization Coordinator. Working with community neighborhood resources.
<b>Marketing</b>	Website, photos, Facebook, twitter, constant contact newsletters, annual reports, press releases, ReStore and special events. <b>Speaker’s Bureau:</b> Give presentations to congregations, civic or business groups.
<b>Volunteer Administration</b>	Help recruit, organize, track and track volunteer activities.
<b>Development/Fundraising</b>	Grant writing, campaign support, donation thank you letters & invoices, pledge form binders, campaign database management, projects, Special Events: Light More Homes Christmas Light Show, Onie Sander Benefit party support, aluminum can drives.
<b>ReStore</b>	Donation pickup, warehouse support, stocking shelves, pricing, housekeeping, customer sales & service, special events, marque sign updating, potential donor company presentations, ReStore events such as annual ReStore Customer Appreciation Day, electronic recycling days and repurposing workshop instruction.
<b>Construction</b>	New and rehab construction, weatherization, critical home repair, youth shed construction program, general maintenance, material handling and delivery, empty building lot maintenance, provide jobsite volunteer meals and host visiting Collegiate Challenge & RV Care-A-Vanner volunteers for a meal at home or at church dinner.
<b>Facility Housekeeping &amp; Maintenance</b>	Cleaning, maintenance and repair support for MAHFH’s outdoor facilities, offices, Habishop, ReStore and meeting space at 690 Holt Avenue.
<b>Family Support</b>	Support services to families before and after families become homeowners. Serve on family selection committee and conduct home visits with staff. Help with home dedications.
<b>Teach</b>	Be a volunteer faculty member. Coordinate education programs or teach workshops.
<b>Advocate</b>	Raising awareness and influencing laws. Gathering information that will help amend laws. Creating awareness about new changes.

### Office Skills

Task	Level	Never done it	Can do with supervision	Can do without supervision	Can lead crew
Filing, copying, typing (general administrative duties)					
Microsoft Word, Excel, and Power Point					
Customer Service					
Answering Phones					
Creating and updating data entry files					

### Tool Proficiency

Task	Level	Unskilled	Some Ability	Handyman Level	Very Skilled
Basic Hand Tools					
Basic Handheld Power Tools (circular saw, drills)					
Advanced Handheld Power Tools (jig saw, sawzal, nail gun)					
Stationary Shop Grade Power Tools (table saw)					
Lawnmower, Blower, Weedeater					

List any additional construction equipment proficiency:

### Construction Skills

Task	Level	Never done it	Can do with supervision	Can do without supervision	Can lead crew
Framing					
Layout From Drawings					
Roofing & Shingles <i>Are you willing to climb an extension ladder or work on top of a roof?</i> ___ Yes ___ No					
Drywall Hanging					
Drywall Finishing					
Setting Doors & Windows					
Siding, Trim & Flashings					
Painting					
Cabinet & Millwork					

<b>Landscape &amp; Lawns</b>				
<b>Carpet &amp; Vinyl Floor Install</b>				
<b>Basic Plumbing-leaky faucets, toilet repair</b>				
<b>Advance plumbing</b>				
<b>Basic Electrical-replace switches &amp; receptacles, etc.</b>				
<b>Advanced Electrical-install/replace wiring, panel box, fixtures, fans, etc.</b>				

### ReStore Skills

<b>Task</b>	<b>Level</b>	<b>Unskilled</b>	<b>Can do with supervision</b>	<b>Can do without supervision</b>	<b>Can lead/train</b>
<b>Operate Forklift</b>					
<b>Operate Pallet Jack</b>					
<b>Drive Van</b>					
<b>Drive Truck</b>					
<b>Pickup and/or unload donations</b>					
<b>Arrange donations on sales floor, straighten inventory</b>					
<b>Pricing</b>					
<b>Give tour to customers</b>					
<b>General product knowledge</b>					
<b>Sales experience</b>					
<b>Repair appliance, lights, etc.</b>					
<b>Cleaning &amp; housekeeping</b>					
<b>Clean/blow down parking lot</b>					
<b>Put up/take down letters at marquee message board</b>					
<b>Inventory</b>					
<b>Donation procurement</b>					
<b>Phone etiquette</b>					

**Please list any other information, other skills, licenses you hold or talents you have.**

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Fax **the Volunteer Application & Interest and Skills Assessment Form** along with the **Waiver of Liability** to (478) 745-0679 or deliver in person to Macon Area Habitat for Humanity's Marketing Coordinator located at 690 Holt Avenue, Macon, GA 31204, or email forms to our Marketing Coordinator at : nporcher@maconhabitat.org