



VolunteerHub
Guidebook
for
Volunteers

Thank you for your interest in volunteering with us! Your help allows us to continue to build safe and affordable homes for Durham residents. This guide will help you use our VolunteerHub portal to sign up for volunteer shifts. If you have any questions or concerns not answered in this guide, please do not hesitate to contact us at volunteer@durhamhabitat.org or call 919-682-0516 ext 121

Please note: our location does not provide court-ordered community service hours. We encourage anyone seeking community service opportunities to visit the Habitat ReStore at <https://www.trianglerestores.org/volunteer> or call 919-744-2425.

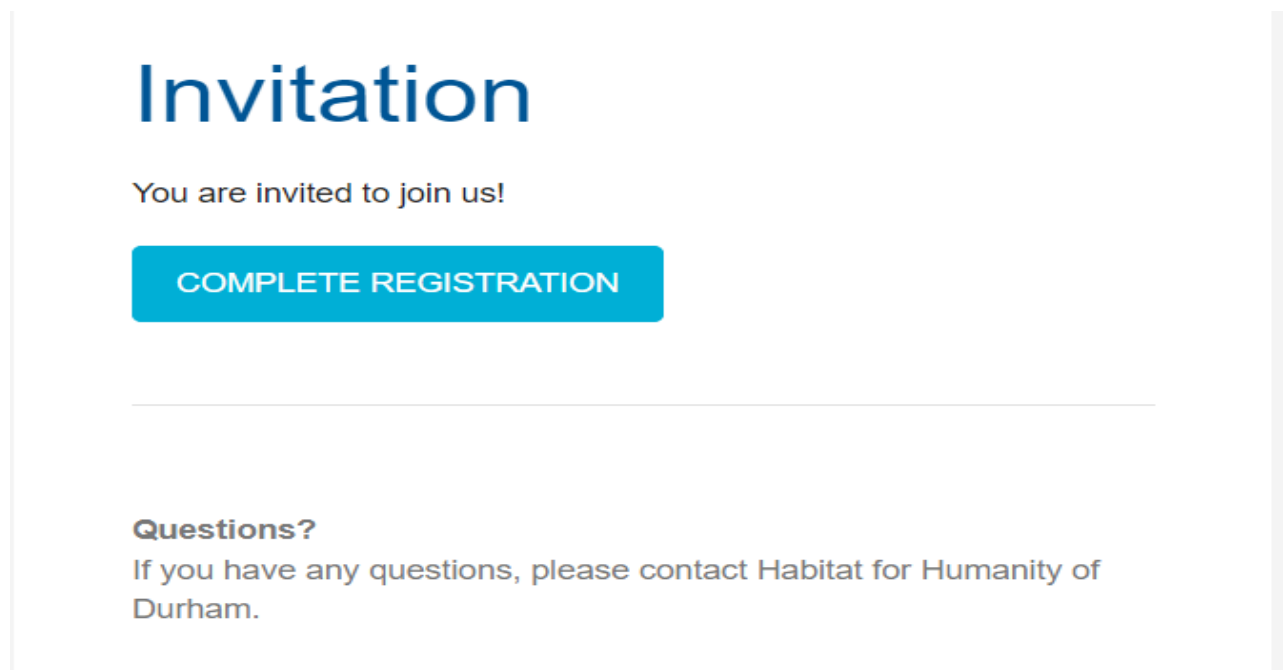
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Moving from Giveffect to VolunteerHub

If you had a Giveffect account that was active in 2021 or later, a VolunteerHub account has already been made for you. You should have received an email prompting you to activate your account. If you did not receive the email, please check your junk/spam folder. If you are still unable to locate the email, please follow the instructions on the next page to create a new account **using the same email address** as your Giveffect account. If you have any questions or need help with this process, please contact volunteer@durhamhabitat.org.

The email will look like this:



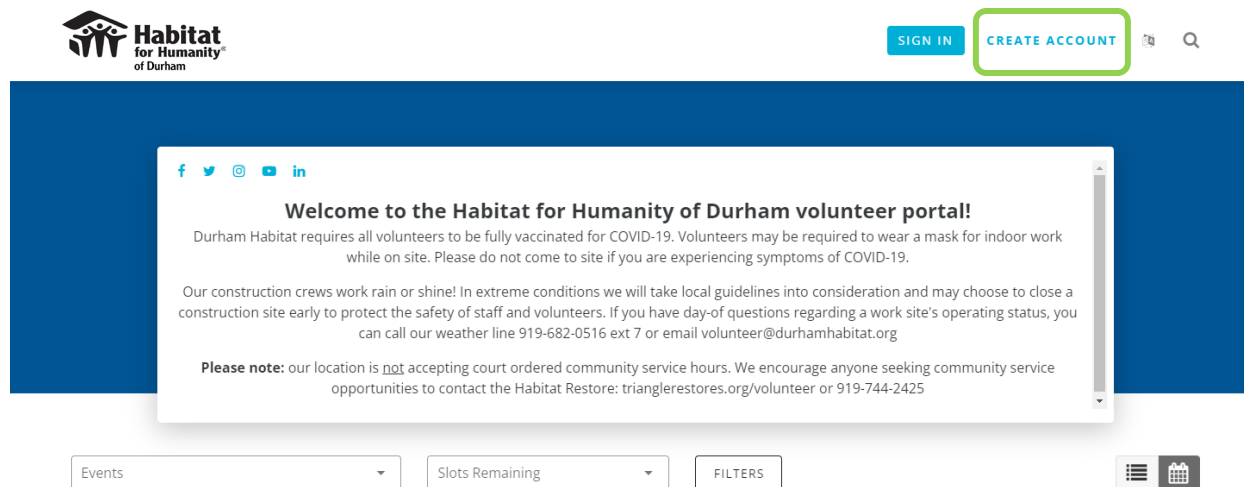
You will be prompted to create a new username and password for your account. Once you have done so, you can start signing up for volunteer shifts!

(Note: your new username does not need to be an email address)

Creating a New Account

[Click here to create an account.](#) This process can be completed from a computer, tablet, or smartphone. All individuals planning to volunteer must create a VolunteerHub account, including minors volunteering with their parents.

Step 1: Click Create Account



Step 2: Create a Username and Password then click Next



Already have an account? [Sign in](#)

Account Affiliations Profile Complete

Habitat for Humanity® of Durham

Welcome and thank you for your interest in volunteering with Durham Habitat!

You will need to create an account to get started. To do so, please start by choosing a username and password that's easy for you to remember.

A few things to note before you begin:

- All volunteers must be fully vaccinated for COVID-19
- All volunteers must be 16 years or older (due to OSHA regulations)
- Our location is not accepting court ordered community

Username

Password

Verify Password

NEXT

Step 3: Select any options which apply to you then click Next



Already have an account? [Sign in](#)

Account **Affiliations** Profile Complete

Check all that apply.

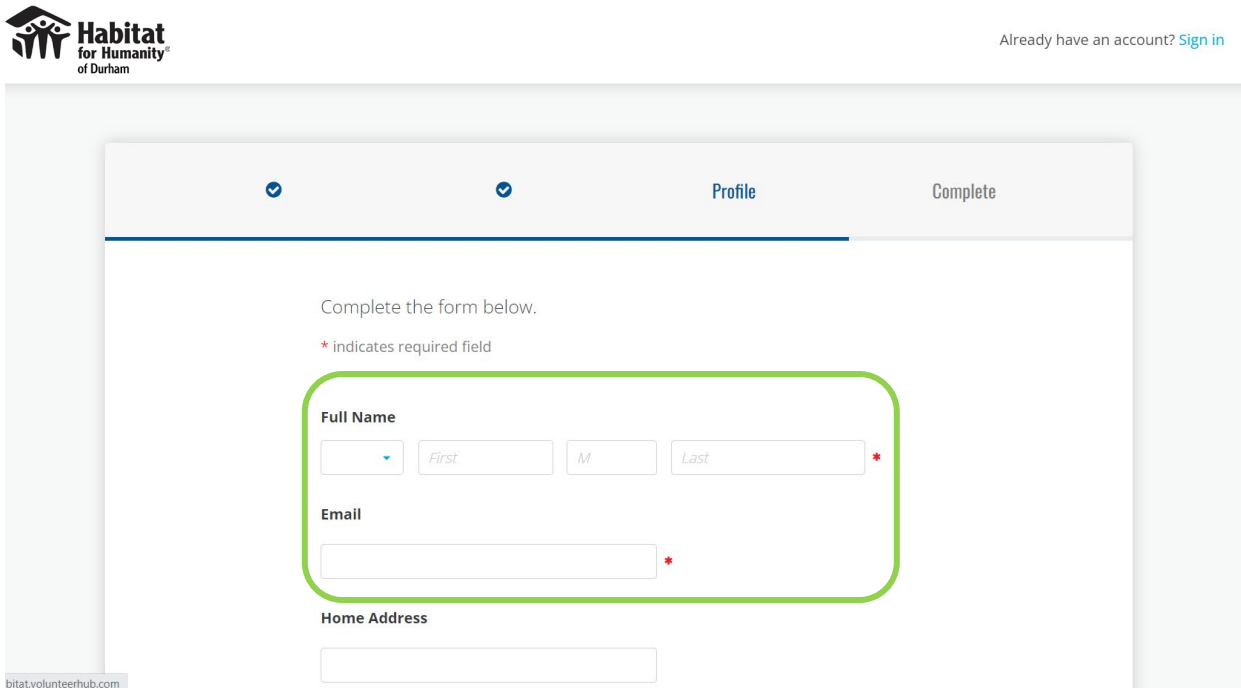
Select any that apply from the list provided.

- ☐ I am under 18 years old.
- ☐ I enjoy landscaping.
- ☐ I enjoy painting.
- ☐ I have experience with detailed trim work.
- ☐ I have some building experience.
- ☐ I'm happy to help with whatever needs to be done.

PREVIOUS **NEXT**

Step 4: Fill out the Profile

Note: Any field with a red asterisk must be completed. All other fields are optional.

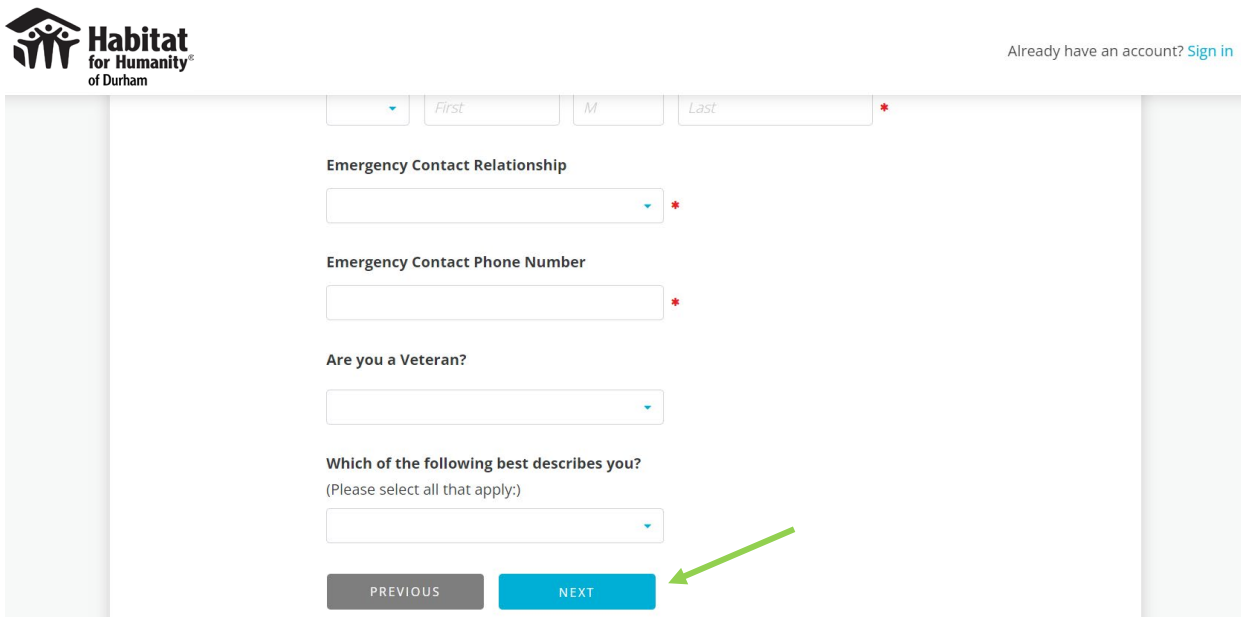


Habitat for Humanity of Durham

Already have an account? [Sign in](#)

bitat.volunteerhub.com

Once the form is complete, click Next.

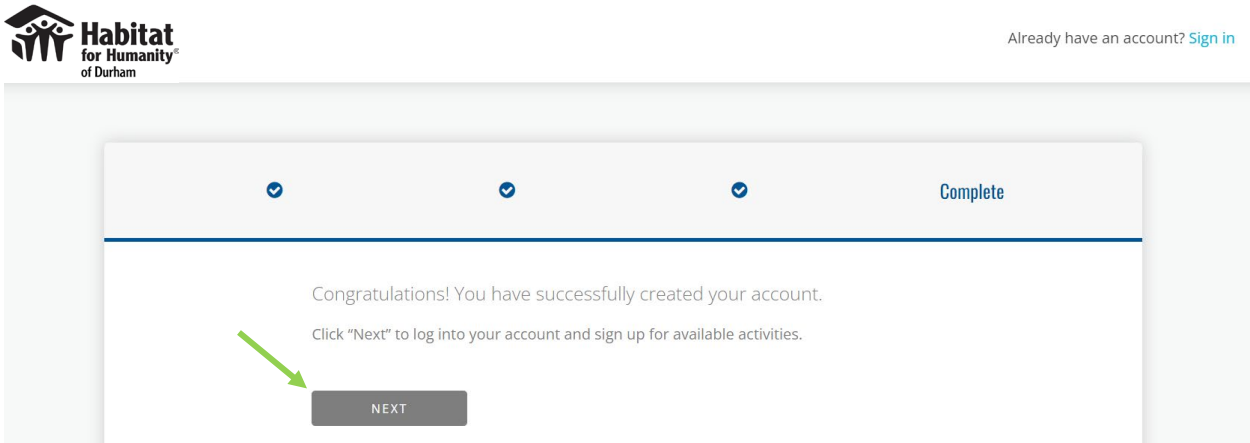


Habitat for Humanity of Durham

Already have an account? [Sign in](#)

bitat.volunteerhub.com

Step 5: Click Next to start using VolunteerHub!



Registering for a Volunteer Shift

All volunteers must register for their shifts in advance. View available shifts on the homepage (click the Habitat logo or the “Events” tab to return to this page).

The screenshot shows the Habitat for Humanity of Durham volunteer portal. At the top, there's a navigation bar with the Habitat logo, a search bar, and links for 'Events', 'My Schedule', and 'Habitat Volunt...'. A green box highlights the 'Events' link. Below the navigation bar, a welcome message states: 'Welcome to the Habitat for Humanity of Durham volunteer portal! Durham Habitat requires all volunteers to be fully vaccinated for COVID-19. Volunteers may be required to wear a mask for indoor work while on site. Please do not come to site if you are experiencing symptoms of COVID-19. Our construction crews work rain or shine! In extreme conditions we will take local guidelines into consideration and may choose to close a construction site early to protect the safety of staff and volunteers. If you have day-of questions regarding a work site's operating status, you can call our weather line 919-682-0516 ext 7 or email volunteer@durhamhabitat.org. Please note: our location is not accepting court ordered community service hours. We encourage anyone seeking community opportunities to contact the Habitat Restore: trianglerestores.org/volunteer or 919-744-2425'. A green box highlights the 'Toggle between list and calendar' button. Below the welcome message, there's a filter bar with 'Events', 'Slots Remaining', and 'FILTERS'. A green box highlights the 'FILTERS' button. The main content area shows a list of volunteer shifts for Tuesday, 6/28/2022. The first shift is '8:30 AM Individual Volunteer Opportunity (Misc.)' with a green box highlighting the shift date, time, and location. A green box highlights the 'SIGN UP' button. A green box highlights the 'Click to register for an open' button.

Calendar view is the default when you open the page:

The screenshot shows the calendar view for June 2022. The calendar is a grid with days of the week as columns and dates as rows. A green box highlights the date 28, which has a blue '8:30 am - 12:30 pm Individual Volunteer Opportunity (Misc.)' shift listed below it. A green box highlights the shift name with the text 'Click the shift name to view details and to register.' and an arrow pointing to the shift name.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7	8	9	10	11
12	13	14			17	18
19	20	21			24	25
26	27	28 8:30 am - 12:30 pm Individual Volunteer Opportunity (Misc.)	29	30		

The blue “sign up” button will not appear for any shifts that are full or are reserved for specific groups.

Once you click on the “sign up” button, you will be prompted to sign our **Volunteer Agreement and Liability Waiver**. Please note, you will only need to sign the waiver once per year.

Scroll to the bottom of the page to complete the agreement.

The screenshot shows the Habitat for Humanity of Durham Volunteer Agreement and Liability Waiver form. The form includes a header with the Habitat for Humanity of Durham logo and navigation links: Events, My Schedule, Habitat Volunt..., and a points counter showing 0 points. The main text of the waiver is partially visible, starting with "be a parent or guardian of the Volunteer, that he/she is fully authorized to do so, and that by executing such Release and Parental Authorization, the undersigned is binding himself/herself, the Volunteer, and any other parent or guardian of the Volunteer, and all of their heirs, next of kin, assigns, and legal representatives to such Release and Parental Authorization." Below this, the section "CONSENT OF PARENT/GUARDIAN ON BEHALF OF THE MINOR:" is followed by a paragraph of text. At the bottom of the form, there is a checkbox labeled "I understand and accept the waiver above." and two buttons: "EXIT" and "NEXT". A green callout box with an arrow pointing to the "NEXT" button contains the text: "Check the box then click next to sign the agreement."

Once the waiver is accepted, registration is complete. You will receive a confirmation email within a few minutes. A reminder email will be sent 24 hours prior to the start of your shift.

Important Information for Volunteers Under the Age of 18

You must be at least 16 years old to volunteer with us. We welcome minors to volunteer with parental permission. If you are under the age of 18, you will be prompted to enter contact information for a parent or guardian when you create your account. This information is required for you to register.

Parent/Guardian Name

First M Last *

Parent/Guardian Phone Number

*

Parent/Guardian Email

*

Please verify your email address by retying it below.

*

PREVIOUS NEXT

All fields must be completed before you can proceed with registration.

When you register for a shift, you will be prompted to email the volunteer agreement and liability waiver to your parent or guardian. You also have the option to print the agreement. If you choose to do so, you must bring the signed waiver with you to your shift.

Individual Volunteer Opportunity (Misc.) Tuesday, June 28 • 8:30 am - 12:30 pm (4 hours)

Waiver Complete

This event requires acceptance of a liability waiver, but your current age requires parental consent. Please select one of the following:

Email Waiver

Please enter a parent or guardian's email to send the waiver to get their permission to participate in the event.

Parent or guardian's email

SEND REQUEST

Print Waiver

Please click the Print button below, print out the liability waiver, ask a parent or guardian to complete it, then bring it to the event with you.

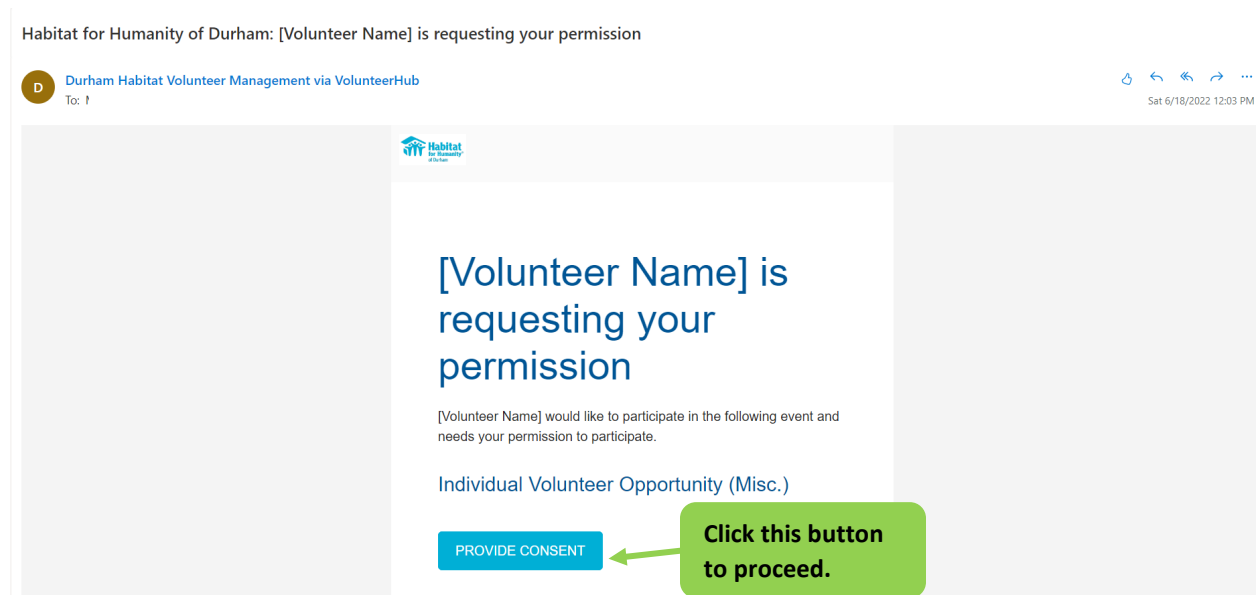
PRINT WAIVER 1

You will not be able to participate without all waivers signed by a parent or guardian.

EXIT NEXT

If you entered your parent or guardian's email address when you made your account, it will show

Your parent or guardian will receive an email requesting their permission for you to volunteer. It will include the shift date, time, and location.



Your parent or guardian will then be prompted to complete the Volunteer Agreement and Liability Waiver. They must scroll to the bottom of the page to accept the agreement.

Minor Name

[Volunteer Name]

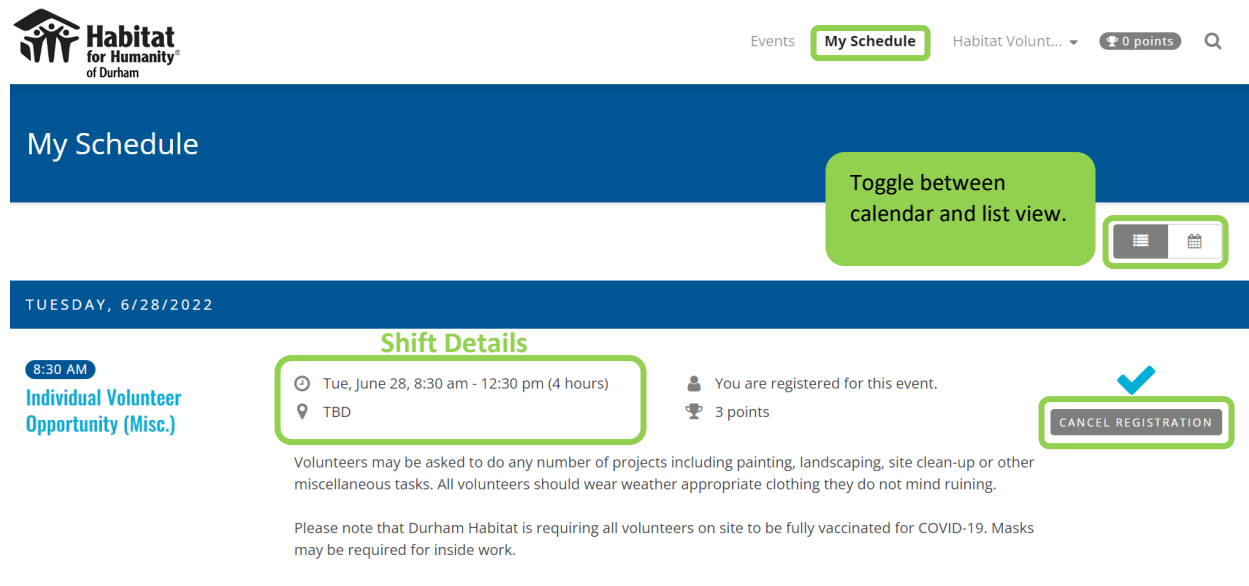
Parent or Guardian Name

☐ I understand and accept the waiver above.

DECLINE ACCEPT

Viewing and Cancelling Shifts

View shifts you have registered for under the “My Schedule” tab. If you are unable to attend a shift you have signed up for, please cancel your registration as soon as possible so that we can open the spot for someone else and know how many volunteers to expect.



Habitat for Humanity of Durham

Events **My Schedule** Habitat Volunt... 0 points

My Schedule

Toggle between calendar and list view.

TUESDAY, 6/28/2022

Shift Details

8:30 AM
Individual Volunteer Opportunity (Misc.)

Tue, June 28, 8:30 am - 12:30 pm (4 hours)
TBD

You are registered for this event.
3 points

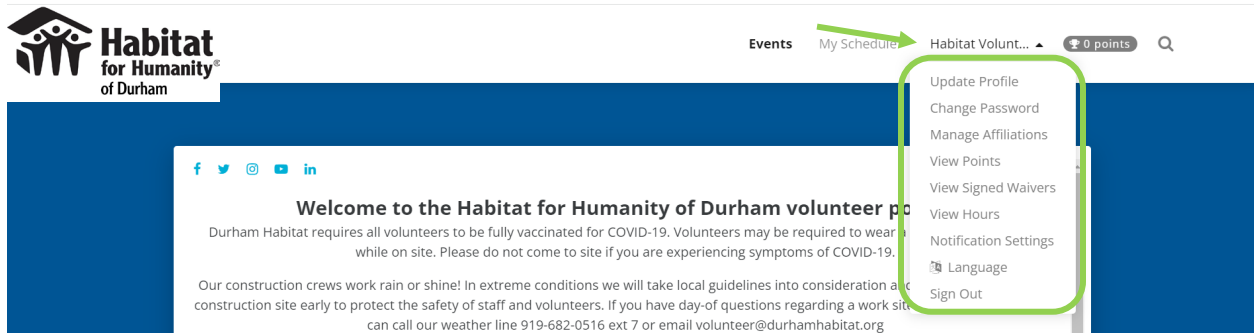
CANCEL REGISTRATION

Volunteers may be asked to do any number of projects including painting, landscaping, site clean-up or other miscellaneous tasks. All volunteers should wear weather appropriate clothing they do not mind ruining.

Please note that Durham Habitat is requiring all volunteers on site to be fully vaccinated for COVID-19. Masks may be required for inside work.

Updating Account Information

Click your name in the top right corner to open a drop-down menu.



You will see the following options:

- Update Profile – change your contact information
- Change Password – create a new password
 - Note: you will need to enter your current password through this view. If you wish to reset the password without the current password, you will need to do this from the “sign in” page by first logging out of the account and then selecting the “Forgot Password or Username?”
- Manage affiliations – select interest groups and minor status
- View Points – see how many points you have earned and exchange them for swag
- View Signed Waivers – download and print any signed volunteer agreements and liability waivers for your personal record
 - Note: Habitat does NOT require you to print your waivers
- View Hours – view your total volunteer hours
- Notification settings – opt in or out of email communications
- Language – learn how to view VolunteerHub in another language