

WHAT IS A HOUSE CAPTAIN?

You are the key leader in the Rebuilding Together Rebuilding Day! Your primary job on Rebuilding Day is to supervise the repairs of the home by the volunteers.

House Captain Responsibilities

- TBD** You will receive your house assignment! The House Selection Committee has already visited the house and talked to the homeowner. A scope of work has been prepared by a Work Evaluator which is a list of repairs that may be completed at the home. It is the responsibility of the House Captain to work with the Homeowner to determine the top three priority repairs for Rebuilding Day.
- Immediately** Visit your assigned site and meet your homeowner. Preview the scope of work created by the Work Evaluator. Review the list of tasks, materials and the budget for the project. Make any changes you think might be necessary to the electronic scope of work provided in the House Captain manual. Plan the work for volunteers, both skilled and unskilled that you will need to complete the work on Rebuilding Day.
- Email or fax (314-918-9920) us your revised budget and materials list. We need this information ASAP so that we can order your credit cards for purchasing supplies.
- Early April** A credit card with a limited budget will be mailed to you. Please purchase your materials and arrange for delivery to your house assignment before Rebuilding Day.
- TBD** Pick up miscellaneous supplies at the Rebuilding Together office. Supplies go very quickly and it is first come first serve basis. Thursday is a favorite day for most House Captains, with limited supplies left on Friday.
- Rebuilding Day** **Rebuilding Day Rain or Shine!!**
- Be the first person on the site and ready for the 8 AM arrival of the volunteers.
 - Conduct a pep rally with your volunteers first thing. Get them excited to start the day!! Introduce the homeowner to all volunteers. Assign jobs to all volunteers.
 - Be the leader – not a worker.
 - Call headquarters (Rebuilding Together - St. Louis office) with any questions throughout the day.
 - Conduct a final walk-thru with the homeowner at the end of the day.
 - Return materials and signage back to headquarters.
 - RELAX and celebrate a job well done!!

THANK YOU FOR VOLUNTEERING YOUR TIME AND EXPERTISE.