

## 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 your house assignment and talked to the homeowner. A scope of work has been prepared which is a list of repairs that can be completed at the home.
- Immediately** Visit your assigned site and meet your homeowner. Tell them you are previewing the work scope put together by the House Selection Committee. Check the list of materials, the budget and volunteers, both skilled and unskilled that you will need against what has been prepared. Make any changes you think might be necessary to the electronic scope of work provided in the House Captain manual.
- 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 Rebuilding Together credit card with a limited budget will be mailed to you. Please purchase your materials and arrange for delivery to your house assignment.
- 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.
- April 19th** **Rebuilding Day Rain or Shine!!**
- Be the first person on the site and ready for the 8 AM arrival of the volunteers.
  - Conduct an orientation (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.**