

[Aiken county Habitat for Humanity](#)

Volunteer Opportunities

Aiken Habitat for Humanity relies on volunteers to accomplish the many tasks that are required to complete homes for Habitat families. This is a brief description of the areas in which you can make a contribution:

At the Build Site;

Construction - Volunteers with a wide range of skills and skill levels (tradesmen, skilled amateurs, and eager helpers) are required in all phases of the construction of a Habitat home.

General Labor - Volunteers are also required as general laborers to complete a Habitat home.

Catering Co-ordination - Volunteers are required to solicit meal providers and assist them in providing food for our volunteers.

Meal Providers - Volunteers and volunteer groups are required to provide meals For our volunteers.

First Aid - Volunteers with current Saint John's Ambulance certificates are Required on some sited. These volunteers may also participate in other activities on site.

Site Security - Volunteers are required to keep sites secure after hours.

On a Committee:

Church Relations - Volunteers are required to present the Habitat message to the Faith Community throughout the city.

Communications - Volunteers with experience in public relations, advertising, or Media relations are required to present the Habitat message to the general public.

Construction - Volunteers with experience in construction, project

Management, materials acquisition, or building design are required to manage our construction activities, design Habitat homes, and acquire building materials at the lowest possible cost.

Family Partnering - Volunteers are required to partner with Habitat families and help them through the transition from renter to homeowner.

Family Selection - Volunteers are required to review Homeowner Applications, Interview applicants, and recommend the families that will partner with Habitat to construct their home.

Fund Development - Volunteers with fundraising experience and/or contacts within the corporate community, among community groups, or foundations are required to raise funds to support the Habitat program.

Site Selection - Volunteers with contacts among the real-estate developers, or the City is required to maintain an inventory of developable land for Habitat homes.

Volunteer - Volunteers are required for recruitment, placement, scheduling, And recognition of the volunteers.

At the Restore:

Administration/Cash - Volunteers are required to answer the phones, schedule pickups for the driver, and handle general administration tasks

Driver's Assistant - Volunteer are required to help the driver pick up donations and load/unload the truck.

Restore Committee - Volunteers with retail experience, or contacts among potential donors are required to provide advice and plan strategy for the Restore.

Warehouse Clerk - Volunteers are required to handle the intake and preparation for sale of donations. These volunteers also assist customers.

Appliance Tester- Volunteers are needed to ensure donated household appliances (fridges, stoves, washers, dryers, etc.) are in good working order and ready for resale.

In the Office:

Database Administration

Volunteers with experience with MS Office software are required to manage our database and help Habitat utilize the information.

Data Entry - Volunteers with general computer skills are required to enter data from various sources into our database

Mailing - Volunteers are required on an irregular basis to fold and label newsletters, stuff envelopes etc.

Newsletters - Volunteers with publishing experience are required to solicit material for our quarterly newsletter and prepare it for the printers.

Office Administration - Individuals that can volunteer on a regular basis during office hours (½ day per week, twice a month, etc.) are required for general office duties. Word processing experience would be an asset.

Other:

Special Events- Volunteers are required to represent Habitat at twice yearly trade shows, special events, and during the Playhouse Raffles at Aiken Mall. Volunteers are also needed to help organize fundraising and appreciation events.

Office Address

1026 Park Ave S.E. Aiken, South Carolina 29802
803 642-9295