



Suggested Positions and Committees

Possible sponsor committees.

PROJECT DIRECTOR:

Responsible for overall coordination of resources and personnel working closely with Habitat affiliate staff.

The following positions report to the Project Director:

FUND-RAISING COORDINATOR:

Works to secure all of the funds required for the project.

PUBLICITY COORDINATOR:

Works with Habitat's Public Relations Committee for all of the publicity required for the project.

VOLUNTEER COORDINATOR:

Responsible for recruitment and placement of volunteer labor required for the project. Shifts of 8:00 a.m. to 12:00 p.m. and 1:00 p.m. to 5:00 p.m. are suggested if you have more than twenty volunteers. Twenty people per shift per workday are ideal.

FOOD AND REFRESHMENTS COORDINATOR:

Responsible for providing food and refreshments required for volunteer labor during the project.

PROJECT CHAPLAIN:

Responsible for providing a person to lead devotions on the construction site at the beginning of each workday.

PROJECT PHOTOGRAPHER:

Responsible for taking photographs of construction work and special ceremonies, including dedication. Responsible also for dropping off pictures to the Habitat office so that the pictures may be used in Habitat's newsletter.