



PO Box 6275 • Bridgewater, NJ 08807
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www.rvhabitat.org • rvhfh@rvhabitat.org

Office Location:
100 West Main • Somerville, NJ

Join a Group and Help RVHFH (Always Confirm Meeting Times and Dates with the Habitat Office)

Building ~ The Building Committee is responsible for guidance and support to the Construction Staff during the construction of homes. Activities include planning, designing, site preparation, scheduling volunteer crew chiefs and professional services, material acquisition and storage. Meetings are scheduled as needed to support the build process. Volunteer Schedule: **Tue & Fri:** Corporate Workdays, **Wed & Thu:** New and Faithful Individuals, **Sat:** Churches, Organizations, Individuals (limited), Women Build (once a month), and Habitat Youth. **Sun & Mon:** No Volunteer activities.

Church Relations ~ Responsible for working with the churches and other faith communities to raise awareness of Habitat mission, soliciting partnership, involvement, financial and prayer support. Meetings held once per month as necessary.

Family Selection ~ Responsible for running family selection meetings, the evaluation of families applying to be homeowners, and the development of policy and criteria for the selection of families. Meetings held once per month as necessary.

Family Support ~ Responsible for structuring the relationship with the partner families. Activities include tracking sweat equity, homeowner training and working with the families during the home construction and home purchase. Meetings held once per month as necessary.

Finance ~ Responsible for developing the budget and financial policies, the monitoring of income and expenditures, the preparation of financial reports, and all audit relations. Meetings held once per month as necessary.

Fundraising ~ Responsible for coordinating spring & fall fundraising events and other special events. Actively reaches out to corporations and local businesses to develop partnerships. Meetings scheduled as needed.

Human Resources ~ Responsible for successful recruiting, retention, recognition and development of staff and volunteers. Also responsible for recommendations regarding personnel policies and practices contained in the Employee Manual. Meetings scheduled as needed.

Office Support ~ Responsible for staffing the RVHFH office, database maintenance, mailings, donor acknowledgment and supporting RVHFH activities. Volunteers are scheduled throughout the week in morning or afternoon shifts.

Site Hosts ~ Responsible for greeting and collecting contact information for Saturday construction volunteers. Opportunities to stay & build occasionally after administrative duties completed.

IT & Communications ~ Responsible for the technology infrastructure including computer, networking and software support. Responds to office staff needs, oversees purchase of software and hardware; researches and recommends new technologies. Manages and oversees internet based efforts (www.rvhabitat.org). Group efforts require liaison with HR, PR, Finance and Fundraising. Meetings held once per month as necessary.

Property Acquisitions ~ Responsible for locating and evaluating lots for homes, land for housing tracts and existing homes for renovation. Negotiates purchase with owners and coordinates purchases with the Board of Trustees. Meetings held once per month as necessary.

Public Relations & Marketing ~ Responsible for communicating the goals and activities of RVHFH to the community through the media including social media, newsletters, website and all printed pieces. Meetings scheduled as needed.

**Most Meetings Held in the Evening at the United Reformed Church (Second Floor)
100 West Main St., Somerville NJ 08876**