

General Volunteers - General Policy:

Volunteers are responsible for overseeing the following volunteer areas:

- Ticket Booth
- Welcome Center
- Parking
- Grounds

Ticket Booth:

- Tear tickets (keep the numbered portion of the ticket for Habitat)
- Pass out three inserts
- Stack collected tickets by colors and total them up. All tickets collected each day should be turned in to MAHBA staff at the trailer

Parking:

- Volunteers will direct visitors to general parking area
- Assist in direction to handicap and VIP parking area
- Direct visitors to the ticket booth

Grounds:

- Greeting and directing people to the appropriate houses
- Monitoring the back gate to ensure no one enters without a ticket

Available volunteer shifts are as follows:

Weekdays (Tuesday through Friday)

Shift 1: 930-1130

Shift 2: 1130-330

Shift 3: 330-730

Weekends (Saturday and Sunday)

Shift 1: 730-1130

Shift 2: 1130-330

Shift 3: 330-730

Volunteers should wear a t-shirt, jeans or shorts of an appropriate length. Tennis shoes or boots are strongly encouraged. **No flip flops will be allowed!** Volunteer shirts will be given out upon arrival to the Show. The Show is rain or shine, so sunblock and a raincoat is encouraged, just in case!

We ask that our volunteers arrive a little early if possible. The Show starts 30 minutes after the first volunteer shift begins, and we need to be trained and ready to work.

All volunteers will be required to check-in at the Welcome Center to receive instructions and a volunteer shirt. Volunteer shirts must be worn throughout the Show. If you aren't wearing a volunteer shirt, you will not be allowed to work your shift or enter the Show.

When you arrive, you will be given your assignment by your volunteer lead. The volunteer lead will be Sheryl Odom, Jackie Brotchner, or a member of the Habitat staff. They will be wearing a tag name and carrying a walkie-talkie, so they should be easy to spot.

At no time during the Show should a volunteer leave their assigned area. If you need a backup/replacement, please coordinate that with the volunteer lead. All volunteers are allowed a 30 minute lunch break during their shift, but they must have someone to relieve them (you can coordinate this with your fellow volunteers by taking turns). You should take your lunch break at the concessions area. Volunteers should not take a break at their assigned area. Water and soft drinks are complimentary, but volunteers will have to purchase their own food or snacks from the concessions area.

Volunteers are welcome to tour the homes on the days of their shift, but no complimentary tickets will be given out.

If case you can't keep your volunteer time, please contact Crystel Hardin at least **ONE DAY** in advance of your shift. She can be reached at 901-870-3385 or at chardin@memphishabitat.com.

DIRECTIONS FROM MEMPHIS: Take I-40 towards Nashville and get off at Exit 25 towards Arlington. At the end of the exit ramp (if you're coming from Memphis), you'll be veering left onto Airline Road. Take Airline Road until you see Hayes Road (there is some construction going on around here so it's hard to miss) on your right. Turn right onto Hayes, and take Hayes until it runs into Chester. Make a right on Chester, and that will bring you to Milton Wilson Blvd. You have arrived! 😊

Thank you so much for your help!