Habitat for Humanity®

Global Village Program

Roles Within Global Village

Role of the Team Leader (with assistance of HFHI GV Support team):

1. Communicate with the in-country host and HFHI GV support team to insure a well-organized, meaningful trip.
2. Negotiate the itinerary details, transportation, lodging, food, etc. with the host.
3. Review the standard budget that covers all work team expenses and donations.
4. Help advertise and recruit team members. Solely responsible for interviewing and inviting all team members.
5. Provide appropriate orientation materials for team members (i.e. cultural sensitivity, travel advice, passports and visas, goals, expectations, geography, politics, religion, logistics, health, safety and first aid).
6. Assure/facilitate spiritual leadership, including devotions, scripture reading, reflection times, etc.
7. Provide expertise and skills needed in times of crises.

Role of the HFHI Volunteer Engagement Specialist and Logistics Coordinator:

1. Recruit, screen and train potential team leaders.
2. Serve as liaison between the team and the host affiliate.
3. Administer long-range planning, scheduling and evaluation of the total GV program.
4. Provide program orientation materials for team members and leaders.
5. Maintain emergency information, waivers/records of team members and leaders.
6. Process all team fees and donations. Provide financial accountability for all teams and host affiliates. Communicate available team donations to HFHI area offices.
7. Promote the concept/program of international and domestic GV teams.

Role of the HFHI Registration Coordinator:

1. Receive, review, process and respond to participant application submittals. Send an email letter in response to every application.
2. Distribute electronic copies of new applications to team leaders based on participant's preference of dates and locations. Forward applications that are currently in the GV database to team leaders for re-activating participants as requested.
3. Coordinate marketing of programs via the Web. Facilitate posting of customized flyers on the Global Village website. Assist in raising awareness for GV building opportunities.
4. Primary HFHI GV contact for open team applicants until they have been accepted to a team.
5. In conjunction with the HFHI GV volunteer engagement specialist, assists in identifying candidates to help fill all Global Village teams.

Role of the Host GV Coordinator:

1. Extend formal invitation to team leaders.
2. Serve as liaison between the work team leader and the host affiliate staff.
3. Introduce work teams to the local committee and host community in which they will work.
4. Help arrange work-related logistics, appropriate lodging and food requirements of teams. Remain available to the team throughout their visit.
5. Provide input to HFHI GV volunteer engagement specialist on country guidelines, travel advice, in-country costs and other pertinent information that will help team leaders plan successful teams.
6. Participate in/attend trainings hosted by regional GV staff.

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