



2014-2015
Volunteer Handbook

1933 Hope Street
New Orleans, LA 70119
(504)264-3344

Website: www.YRNO.com

Facebook: www.facebook.com/YouthRebuildingNOLA

Twitter: @YRNOla

Instagram: @YRNO_la

Dear Volunteer(s):

Thank you for your interest in volunteering! Youth Rebuilding New Orleans is very excited that you have decided to dedicate time to helping us fulfill our mission of:

Reducing blight by rebuilding distressed and foreclosed homes while engaging local youth in the recovery and rebirth of the New Orleans area.

I hope that you find this guide informative as you plan your volunteer day(s) with us. If you have any further questions please do not hesitate to contact me. I am here to ensure you (and your group) has a phenomenal volunteer experience!

Sincerely,

William Stoudt,

Executive Director

Youth Rebuilding New Orleans (YRNO)

Table of Contents

Opening Statement to Volunteers.....	2
Mission.....	4
About YRNO.....	5-6
The YRNO Team.....	7
Volunteer Requirements, Expectations, and Information.....	8-10
○ Age	
○ Liability Waivers	
○ Volunteer Fee	
○ Housing	
○ Group Size	
○ Work Day	
○ Weather	
○ Food and Beverages	
○ Transportation	
○ Orientation and Training	
○ Skills	
○ Individual Limitations and Medical Conditions	
○ Clothing	
○ Safety Equipment	
○ First Aid	
○ Emergency Situations	
Volunteer Leader Expectations.....	11
On-Site Rules and Safety Information.....	12-15
Waiver.....	16

Mission

OUR MISSION

Youth Rebuilding New Orleans engages local youth in the recovery and rebirth of the New Orleans area, equips young people with valuable job and life skills, and reduces blight by rebuilding distressed and foreclosed homes.

OUR VISION

Youth Rebuilding New Orleans will become the premier volunteering opportunity for youth ages 15-24. We will provide the best-in-class skills training to all participants. Our goal is to make home ownership accessible to all area teachers.

OUR PASSION

Rebuilding efforts are not only aimed at rebuilding the sticks and bricks of devastated families, but at revitalizing the emotional and spiritual health of each neighbor, and thus, collectively, reenergizing the soul of our city. We will transform the boundless energy and optimism of youth into hope for lifeless neighborhoods.

OUR VALUES

- Service through love and concern
- Dignity through respect for another's home
- Justice through advocacy and empowerment for neighborhoods
- Racial harmony through collective projects
- Unity in the one voice of our youth

About YRNO

After Hurricane Katrina rumbled ashore in 2005, the majority of homes in and around New Orleans were reduced to rubble. People wanted and needed to return to their home city. There is an innate fire inside this city's residents to pull up their bootstraps, bond together, and collectively face any challenge that rears its head. In this case, the people of this great city needed homes, and they needed them fast.

Youth Rebuilding New Orleans (YRNO) was born.

Starting as a pipe dream, we identified damaged homes in need of revitalization and set out to restore them. Using a group of volunteers, we helped homeowners gut their homes, clean up yards, remove storm debris, and assist with any other project that could inject life back into our city's neighborhoods.

The results were overwhelming. Homeowners smiled ear to ear. They cried. They hugged us. They got their lives back on track. They survived.

Volunteer New Orleans labor is crucial to our survival. So far, countless volunteers from around the country have come to New Orleans to help us revitalize our communities. But we need more. The job is not finished. In fact, it's just beginning.

Typically, our volunteer New Orleans corps are students. Those under 18 must sign a waiver. Although we will take anybody who wants to help, the optimal size for our typical job is about 10-25 members, but we can accommodate larger volunteer groups. When we have many projects in the works, the more the merrier. YRNO recently announced their new volunteer bunkhouse that is available for groups to reserve.

Find yourself. Put a smile on somebody's face, and know you are an integral part of sustaining the vibrancy of this great city by helping us today.

We have given you a need. Now pounce on it.

WE HELP TEACHERS BECOME HOMEOWNERS

At Youth Rebuilding New Orleans, our program educates and empowers young people while at the same time reducing blight and providing affordable homes for deserving teachers. We purchase blighted and abandoned homes, and our youth volunteers learn valuable construction skills while renovating these homes. When each home is complete, we sell it to a teacher for less than the appraised value of the home. This makes homeownership a possibility for some who could not otherwise afford a home, and starts each teacher off with equity in their home.

The YRNO Team Contact List

Office Phone: (504) 264-3344

William Stoudt - Executive Director - yrno@yrno.com

Sam Stephens - Program Manager - sstephens@yrno.com

Jack Styczynski - Tulane AmeriCorps VISTA - jacks@yrno.com

Joe Robert - Construction Manager

Prince Holmes - Assistant Construction Manager - youngworld27@yahoo.com

Volunteer Requirements, Expectations, and Information

Age: Children under the age of 15 are not permitted at a worksite while construction is ongoing without being accompanied by an adult that is at least 21 years of age. Volunteers ages 16 and 17 are allowed to participate in construction work, including general carpentry, but will not be allowed to participate in excavation, demolition, use of power tools or work at heights above 12 feet. Groups of volunteers under the age of 18 must be accompanied by adults 21 years or older at a ratio of 1 adult to 5 minors. Any volunteers 18 years and older are allowed to perform any tasks at the worksites.

Liability Waivers: Waivers must be completed by all volunteers prior to beginning any tasks at a worksite. Volunteers under the age of 18 must have the waiver signed by a parent or guardian. A copy of this waiver can be found at the end of this Volunteer Handbook.

Volunteer Fee: YRNO does not require a fee; however, we do ask volunteers to make a one-time tax-deductible donation to support our mission. This money is used to cover the costs associated with coordinating your trip, training and supervising your volunteer group, purchasing the materials, and maintaining our tool inventory. Most past groups have made donations to YRNO. We welcome such partnerships. A group could elect to make a full or partial home sponsorship of a YRNO project and work on the initial building or the final stages of completion of that home during their stay in New Orleans. It might be possible in some instances to arrange for the home dedication and the turning over of the keys to the homeowner to take place before your volunteer time comes to a close. For many groups this is a powerful unifying force for its members and an excellent way to demonstrate the group's commitment to community service.

Housing: YRNO is able to provide housing accommodations for up to 30 people at the YRNO Volunteer Bunkhouse. Please contact a member of the staff for more information.

Group Size: We have no maximum size but we prefer groups with 10-25 members.

Scheduling larger groups is also possible but requires additional advance planning. Please contact us for additional information.

Work Day: Volunteers are expected to be at the worksite no later than 8:45am and stay until at least 3:15pm for each day that they are scheduled.

Weather: Work will continue on-site unless determined otherwise by the staff. Rarely will a work day be cancelled. Some of the work done on sites is done indoors. If a work day is cancelled, then it will be announced in the morning at the worksite.

Food and Beverages: Lunch break will be from 11:30-12:30. You must provide your own lunch. You may bring your own lunch with you, have lunch catered for you, or choose to leave the site and eat lunch nearby. Our sites are typically located close to small delis or fast-food restaurants. While water coolers will be provided, we also suggest bringing additional water and sports drinks in order to keep your group hydrated.

Transportation: Volunteers are required to find their own transportation to and from the site. Volunteer groups often rent cars/vans or charter buses.

Orientation and Training: All volunteers will receive a short 15-minute orientation and safety talk once they arrive on the work site. In addition, there will be on-site training/tutorials on tasks that you are assigned to for the day.

Skills: Volunteers with all levels of experience are invited to volunteer with us. You will be working with a YRNO staff member throughout the day. If you have previous experience with a certain skill and would like to utilize it, please inform your supervisor; however, this does not ensure that you will be doing that line of work. Also, please inform your supervisor if you have any safety concerns or are uncomfortable in any situation. Throughout the day if you have any questions do not hesitate to ask one of the staff. We recognize many of our volunteers may have little or no construction experience, and we hope to make this a learning experience for everyone.

Individual Limitations and Medical Conditions: There are a number of tasks that do not involve strenuous labor on our sites. Please advise the YRNO staff you are working within your limitations. You should take into account the humidity, heat, and abundance of plant life as we build our homes outdoors. Bring your medication with you and be sure to take breaks when necessary.

Clothing: *Your clothing may be permanently stained, damaged, or ruined while performing jobs at the worksite, so only wear clothing that you are comfortable getting dirty or damaged.* Long pants and long-sleeved shirts are recommended. T-shirts and shorts are acceptable. Please ensure that your clothing is modest and make sure that the clothing is not too short or too tight. Footwear must be a sturdy, closed-toe, and closed-heel shoe. Boots or sneakers are both considered appropriate footwear. Please keep the weather in mind. Bring a hat, sunglasses, sunscreen, jacket, rain boots, and/or a rain jacket if necessary depending on the weather forecast for the day that you will be at the worksite.

Safety Equipment: Gloves, safety goggles, and dust masks (if necessary) will be provided to volunteers at the work site. If the appropriate safety equipment cannot be found, please notify YRNO construction staff before proceeding with the task.

First Aid: Each YRNO worksite contains a full first aid kit located in the tool storage area to treat any minor construction-related injuries. Please notify YRNO of any serious allergies or health conditions before arriving on site. In the event of a more serious injury, contact 911.

Emergency Situations: It is important to be aware of your surroundings while working both inside and outside on a residential construction site. Please alert YRNO construction staff of any suspicious behaviour, including the presence of strangers around the site. In the case of a potential emergency, calmly bring the group inside the site, lock all doors, and notify the police.

Volunteer Leader Expectations

Volunteer leaders and chaperones are expected to assist YRNO Construction Staff in managing the younger volunteers. Often, large volunteer groups with younger members require additional supervision beyond the capacity of YRNO Construction Staff. While the YRNO Construction Staff will provide all the necessary on-site construction training, we ask that our Volunteer Group Leaders assist in keeping the younger volunteers focused and safe. This additional supervision on behalf of the Volunteer Group Leaders aids YRNO in improving work efficiency and helping to promote additional safety on-site. An example of these duties are ensuring that the younger volunteers pay attention to the YRNO Construction Staff during on-site training and safety discussions.

Groups are often divided into small teams assigned to a specific task. These tasks range from painting, to flooring, or cleaning. Because the number of tasks or groups usually outnumber our Team Members, we ask that group leaders actively supervise and guide volunteers. This supervision is critical to a successful work day filled with meaningful and quality work. Additionally, group leaders can be a resource to those volunteers by communicating with staff members to ensure a steady stream of work.

On-Site Rules and Safety Information

Safety: Since YRNO work crews often have a high percentage of inexperienced volunteers, safety is of the utmost importance.

General Safety

1. Be aware at all times (of both yourself and others) and if you do not know how to do something or are uncomfortable with a task, make sure to notify your crew leader.
2. Make sure that you know both where the first-aid kits are located as well as the best way to get emergency assistance. It is a good idea to know where your crew leader is at all times.
3. Do not climb a ladder or operate a power tool before inspecting it. Additionally, you should notify your crew leader immediately upon discovering an unsafe situation or damaged tool. Do not wait until the end of the work day to alert a supervisor.
4. Instruction should be given on the usage of any power tool, even to experienced workers. Volunteers should use the tool in the presence of the crew leader before being left alone.
5. When operating a power tool protective glasses must be worn (as well as earplugs when the tool is being operated for any long period of time).
6. When installing insulation, a dust mask is required.
7. Ignore outside distractions while working on your task (i.e. do not answer your cell phone). If you must take a call, please wait until you are at a safe point to pause the activity at hand and then walk away from the site and call them back).
8. When carrying a beam of wood, bracing or any other long, cumbersome object, be very conscious of your surroundings as you may inadvertently strike someone. Generally, the person with the load has the right of way when passing.
9. When lifting, use your legs, not your back.

10. Maintain a clean and orderly worksite. Do not leave wood, nails, wire, bolts, scrap materials or garbage to remain on the ground.
11. All tools and equipment should be placed in their proper storage containers; do not leave tools lying out.
12. Never leave the worksite unattended unless all of the tools and materials have been properly stored and secured.
13. Any poison or toxic substances encountered should be reported to a supervisor immediately.
14. No alcohol or drug use is permitted on the worksite. If you are seen using these substances or are noticed to be under the influence, you will be asked to leave.
15. Upon being injured or seeing another that is injured, notify a supervisor and call for any necessary medical assistance. All crew leaders are trained in first-aid. First-aid kits are on site and should be used when necessary. In the event of an accident, insurance forms are located in every first-aid kit.

Tool Safety

1. Never lower or carry a power tool by its cord.
2. If a power tool is dirty, it should be cleaned off before being left for the day.
3. When using an electric saw, make sure that the cord is behind and away from the saw.
4. Never use a power tool above shoulder height a three-pronged plug should be used on all power tools and cord connections should be protected from water. Extension cords should not have frayed insulation or be held up by staples, nails or wires. All temporary lights should be equipped with non-conductive guards. Only use power tools under dry conditions and never when it is raining.
5. Make sure to cut away from yourself and avoid using a body part as a guide for a cut.
6. Edged and pointed tools should be pointed downwards and, generally, held in both hands.

7. Check behind yourself when preparing to use a hammer so as to avoid striking someone with the claw. Additionally, when high up (e.g. on a ladder, roof, etc.) a hammer should always be kept in a hammer loop or tool belt. Do not place hammers (or any other tool) on top of a ladder or a sloping surface.
8. When cutting long panels it is possible the blade may bind, often causing the saw mill to catch and kick back towards the user. Make sure to never cut anything that could tilt or fall and cause the saw to slip. Notify your supervisor of any damage to a blade guard and never tie back the guard to get it out of the way.
9. When using a circular saw, make sure that the lumber is properly supported. Always extend the lumber past the outside edge of the support and then cut. You may need a helper to loosely support the lumber.
10. When using a chop saw (miter saw) never cross your arms under the blade. Make sure that your hands and/or fingers are a safe distance away from the blade. Even though it is called a “chop saw,” make sure to pull the blade downward in a slow even manner.

Ladder Safety

1. Inspect a ladder to make sure that it is properly set up before use.
2. Do not leave any tools or materials on top of a ladder.
3. If you notice any defects, loose rungs or other signs of damage, notify your crew leader before using the ladder.
4. Make sure that the ladder is on a solid, stable surface. Do not mount a ladder that is liable to move while you are on it. It is better to dig a hole to even out the feet of a ladder than to raise a foot with an object (e.g. wooden blocks).
5. A good rule of thumb for a ladder is that for every 4 feet of height, the ladder should be moved 1 foot away from the wall against which it is leaning.
6. A ladder should never be used outdoors during a storm or on very windy days. Additionally, never use a metal ladder anywhere near power lines.

7. Make sure to keep hands free and to face forward while climbing a ladder. If necessary, use a carrying device such as a tool belt to bring tools up.
8. Make sure to keep your hips within the railing of the ladder. Do not lean to one side.



Youth Rebuilding New Orleans Release Form

PLEASE PRINT CLEARLY!

Today's Date: (mm/dd/yyyy) _____

Are you volunteering with a company, organization or church today? Yes No

If so, what is the name of your company, organization or church? _____

Name (Hereinafter "Volunteer" or "the Volunteer") _____

Street Address: _____ City: _____

State: _____ Zip: _____ Email: _____

Telephone: _____ Date of Birth: _____

Emergency Contact Name: _____ Emergency Contact Telephone: _____

Relationship to Emergency Contact: _____

Where are you volunteering? *Volunteers doing any type of construction must be at least 15 years of age.*

Build Site Office Homeowner Project Other _____

Please read this information carefully before signing below!

This release and waiver of liability is in favor of, and shall inure to the benefit of, Youth Rebuilding New Orleans, Inc. ("YRNO") and YRNO's directors, officers, employees, representatives, agents, successors, assigns, and any and all persons or entities on YRNO's behalf who may be liable (collectively, "its representatives") and, further, shall be binding upon the undersigned and his/her heirs, personal representatives, successors and assigns. The Volunteer desires to engage in any and all activities related to being a YRNO volunteer, whether on or within the foregoing described premises or elsewhere. Such activities may include, but not be limited to, participating in the assembly of panels to be used in residential construction, participating in the construction and/or rehabilitation of residential buildings, working in the YRNO office, working at schools or other YRNO related sites, and/or doing committee and/or special event work, (any and all activities related to being a YRNO volunteer hereafter being referred to collectively as the "Volunteer's Activities"). The Volunteer understands that his/her engaging in the Volunteer's Activities may expose the Volunteer to dangers both from known and unanticipated risks.

Release, Waiver and Assumption of Risk: Acknowledging that such risks exist, and for and in consideration of the permission granted by YRNO to the Volunteer to engage in the Volunteer's Activities, the Volunteer does hereby FULLY and FINALLY RELEASE and DISCHARGE YRNO and its representatives from, and INDEMNIFY and HOLD HARMLESS YRNO and its representatives from and against, any and all claims, demands, actions, causes of action, suits, whether at law or equity or otherwise, and/or liability of any kind or nature whatsoever, for property damage and/or personal injury, including death, and any and all losses, damages, expenses, costs, fees and/or liabilities of whatsoever kind or nature in connection therewith (including, without limitation, attorneys' fees and court costs that may be incurred by YRNO), arising or resulting from, or in any manner related to, the Volunteer's engaging in the Volunteer's Activities, including, but not limited to, property damage and/or personal injury, including death, caused in whole or in part by the negligence of YRNO or its representatives or otherwise. The Volunteer recognizes, therefore, that if he/she is hurt and/or his/her property is damaged, while engaged in the Volunteer's Activities, the Volunteer will have no right, and hereby waives the right, to make a claim or file a lawsuit against YRNO or any of its representatives, even if YRNO or any of its representatives caused the injury or damage. The Volunteer hereby understands that the Volunteer's Activities include work that may be hazardous to the Volunteer, including, without limitation, construction, loading and unloading and transportation to and from the work sites. The Volunteer hereby expressly and specifically assumes the risk of injury or harm to his/her person, including death, and the risk of damage to personal property during the Volunteer's Activities and hereby releases YRNO and its representatives from any duty or obligation owed to the Volunteer. The Volunteer understands and fully recognizes that this Release discharges YRNO and its representatives from any liability or claim that the Volunteer may have against YRNO with respect to any bodily or personal injury, including death, or property damage that may result from the Volunteer's Activities with YRNO, whether caused by YRNO's negligence or otherwise. The Volunteer hereby releases and forever discharges YRNO and any of its representatives from any claim whatsoever which may arise or result from any first-aid treatment or medical service rendered in connection with the Volunteer's Activities.

Photographic Release: Volunteer does hereby grant, transfer and convey to YRNO all of the Volunteer's right, title, and interest in and to all photographic images, video or audio recordings, video or audio reproductions, films or motion pictures, radio or television broadcasts and any other reproductions or depictions (all collectively referred to as the "reproductions") of the Volunteer's Activities, or any part thereof, including, without limitation, pictures and sound of the Volunteer alone or with other persons through any and all media, whether now known or hereafter discovered. Such right, title and interest includes, without limitation, the right to any royalties, proceeds or other benefits derived from the reproductions of the Volunteer's Activities. The Volunteer hereby understands and acknowledges that YRNO shall have and own, in connection with the Volunteer's Activities, the sole and exclusive right to commercially exploit the Volunteer's Activities, and the Volunteer shall not reproduce, sell or otherwise use or exploit any of the reproductions of the Volunteer's Activities, or assist another party in doing any of the foregoing, without YRNO's prior written consent.

Other: Volunteer expressly agrees that this Release is intended to be as broad and inclusive as permitted by Louisiana law, and that this Release shall be governed by and interpreted in accordance with Louisiana law. Volunteer agrees that in the event that any clause or provision of this Release shall be held to be invalid by any court of competent jurisdiction, the invalidity of such clause or provision shall not otherwise affect the remaining provisions of this Release which shall continue to be enforceable. Volunteer consents to the receipt of future newsletters, mailings, and/or notices regarding YRNO via the postal service or electronic means if an email address is provided. YRNO will not knowingly sell or distribute the Volunteer's contact information to any other organization, or entity.

In Witness whereof Volunteer, the undersigned, has executed this Release in New Orleans, La on the date written above.

Volunteer Signature (Signature of parent or legal guardian if minor)

Volunteer Printed Name