



Christmas in October House Captain Functions



Provide general organizational support and leadership for the volunteers (*Construction skills are helpful, but not necessary, as long as you can communicate well with the volunteers.*)



Go to the CIO online Web site to register & to review and select a house assignment.



Attend the general House Captain meeting.



Inspect house with 1 or 2 volunteers to determine problems to be addressed. (This can require about an hour or two.)



Determine need and availability of water and power on work day.



Meet with the homeowner; explain your plans and limitations. You're not required to resolve all of the problems, but that's what they are hoping for. Manage the homeowner's expectations!! Encourage assistance from the homeowner's family and friends.



Determine specific material requirements and outside skilled assistance. If skilled/professional support (electrician or plumber) is required, submit request to CIO to have arranged. If skilled help isn't available then notify the homeowner and decide what other tasks can be completed.



Obtain materials from warehouse and CIO suppliers. Be sure you have necessary tools.



Recruit and organize volunteer team. Assign volunteers based upon their skills and interests.



Keep volunteers informed of plans and answer questions. Provide safety guidance to volunteers.



Manage completion and submission of volunteer liability waiver.



Assign someone responsibility for providing the crew with adequate drinking water and lunch, or tell volunteers to bring their own.



Provide general supervision of work to assure that volunteers are working within the limits of time, resources, and skills - and following rules for trash separation! Communicate progress with the homeowner. Remember - manage expectations. Look for and resolve problems.



Respond to problems (need for special skills, need for additional volunteers, too many volunteers for work load, need for materials, etc.)



Organize/encourage completion of efforts as early as possible in the afternoon and assign some volunteers to clean up the tools and site.



Make arrangements for return of extra materials, ladders, etc to the CIO warehouse.



Organize any follow-up efforts that need to be done to complete unfinished work.



Complete the CIO House Captain report.