

Rebuilding Together Philadelphia

So You Think You Want to be an HMT?

Welcome! Please review the following if you are considering getting your company, congregation, or group of friends involved in RTP.

Note: these are guidelines to provide a sense of the level of work involved in a typical project. Steve Seweryn, RTP's Executive Director, will work with your team to help you assess how you can best get involved. The earlier your team is involved, the more meaningful the experience.

Definition A House Management Team (HMT) is a volunteer-driven group that assumes leadership of the planning and execution of repair work for one or more homeowners.

Expectations

1. An HMT needs 3 to 4 people to take a lead role in organizing, recruiting, and overseeing other volunteers (House Captains).
2. An HMT needs volunteers in addition to House Captains:
 - a. A minimum of 15 (maximum of 25-30) to work approximately 5 full repair days (roughly 9 AM to 3 PM). Time and number of people depends on the size of the house and work scope.
 - b. People with particular talents such as:
 - i. Interpersonal skills: homeowner and volunteer management
 - ii. Trade skills: painting, carpentry, plumbing, etc., recruited from directly within the group or extended network
3. Ideally, an HMT needs to participate in the following planning activities.
 - a. Homeowner Selection: 2 representatives visit with homeowner applicants along with a veteran RTP volunteer. This half-day experience allows an HMT to select a project that works well for the team.
 - b. Definition of Work Scope: outline priority "warm, safe, dry" projects within the home
 - c. House Captain Training: basic use of tools, repair sequencing, shopping for materials
 - d. Paperwork: organizing various releases, project updates, and communications with RTP leadership

Timing	The life cycle for a new HMT ideally begins in the spring before a group would like to work. The group could “get its feet wet” as a Volunteer Group, supporting another HMT by sending 3 to 5 people on a few workdays to get a feel for the experience. The summer is a good time to meet with the Executive Director to develop a greater understanding of the roles and responsibilities and begin to identify potential human and financial resources. October/November’s focus is Homeowner Selection, which is finalized by the end of the calendar year. Definition of Work Scope is launched in early February , culminating in workdays for several weekends in March/April .
RTP Support	RTP will provide all materials, power tools, and systems for executing repair work. It will provide guidance in defining and planning the work scope and will try to supplement the group with volunteer skilled tradespeople as much as possible.
Other	As a nonprofit, RTP must receive financial resources in order to pay for materials and leverage the work of volunteers. Though it’s not a requirement, corporate HMTs are strongly encouraged to sponsor a house (the basic house sponsorship level is \$3,000). Other groups are expected to raise funds from within their group to the extent that they are able.
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