



House Management Teams — Taking the Lead in Keeping Homeowners Warm, Safe, and Dry

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

Co-workers, family members, friends, and congregants often combine their energies and talents to form an HMT.

By reading on, you will learn about expectations and responsibilities. Keep in mind that each HMT has unique attributes and that Rebuilding Together Philadelphia (RTP) can customize opportunities to meet a Team's availability. RTP is confident that the low-income homeowners it serves will deeply appreciate your efforts.

Please note that these guidelines provide a general sense of the level of work involved in a typical project. Steve Seweryn, RTP's Executive Director, will work with your team to match its skills with suitable repair and improvement opportunities. By forming a team early in the process, members can participate in homeowner interviews as well as home repairs, a progression that nurtures the understanding and respect that make for transformative experiences.

Expectations

Each House Management Team needs 3 to 4 people to take a lead role in organizing, recruiting, and overseeing other volunteers. One of these people should be comfortable serving as the Team's primary contact with the homeowner. RTP calls these leaders **House Captains**.

The Team needs members — a minimum of **15 volunteers** (but no more than 25-30).

- Volunteers should be available to work approximately 3 full repair days (roughly 9 AM to 3 PM). The number of people and work-hours required will depend on the size of the house and scope of work.
- Each team should include some people with particular talents, such as organization or project management, and skills such as painting and carpentry. Familiarity with plumbing and electrical repairs is useful but not required.

Ideally, each House Management Team will participate in the following **planning activities**:

- *Homeowner Selection*: Accompanied by a veteran RTP volunteer, 2 HMT representatives visit homeowner applicants. This half-day experience allows an HMT to select a project that works well for the Team.
- *Definition of Work Scope*: Applying RTP's priorities — warm safe, and dry — to the homeowner's improvement wish list, HMTs identify the scope of work for the project.
- *House Captain Training*: Guided by RTP's Executive Director, House Captains learn to use basic tools and how to sequence home repairs.
- *Record Keeping*: Often overlooked but always necessary, paper trails and good communication keep RTP organized and prevent misunderstandings. Here, too, RTP's Executive Director and veteran volunteers guide each Team through these tasks.

Timing

Often, new volunteers discover RTP by joining an existing team's repair project. The novice experiences a team in action and can better discuss building his or her own team with RTP's Executive Director. RTP works with groups to create mutually rewarding volunteer opportunities at key points throughout the year.

RTP Support

RTP provides all materials and power tools needed for carrying out the repair project. It also provides guidance in defining and planning the Work Scope, and where needed, *tries* to supplement the HMTs with volunteers from the building trades.

Financial Support

As a nonprofit, RTP relies on charitable gifts and grants to pay for materials. This support leverages the work of its volunteers. Although it is not a prerequisite, corporate HMTs are strongly encouraged to **sponsor a house** through a minimum contribution of **\$3,000**. RTP expects other HMTs to raise funds from within their group to help defray the cost of materials.

To Learn More

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Rebuilding Together Philadelphia — leading volunteers to homeowners in need;
keeping homeowners warm, safe, and dry.