



8230 Ridge Avenue, Philadelphia, PA 19128  
www.thephiladelphiaproject.com

Rev. Raymond Garcia, Executive Director  
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## Leader/Volunteer Guidelines & Expectations

### What is THE PHILADELPHIA PROJECT?

THE PHILADELPHIA PROJECT is the home repair ministry outreach in partnership with Roxborough Presbyterian Church in Philadelphia, PA. Our primary goal in everything we do is to involve young people in meeting the needs of their community. Through volunteers such as yourself & area teens, we provide free volunteer home repair services to in-need families who live in Philadelphia. We have weekend and week-long service opportunities where teenagers from our community and other church groups partner with trained adults to give of their time and energy to help those in need. You can read more about us at [www.thephiladelphiaproject.com](http://www.thephiladelphiaproject.com).

By applying to be a leader, I agree to support this vision of getting the teens involved in doing the work on my job site. And knowing that our focus is serving the teens so that they can serve the homeowners, you agree to abide by the attached guidelines for participating in The Philadelphia Project.

1. Transporting yourself to and from the worksite.
2. You may provide your own tools. This includes but is not limited to ladders, saws, drills, hand tools, extension cords, work lights, sawhorses, hammers, gloves, safety glasses, ear plugs, tape measures, squares, putty knives and any other items you might need. Please put your name on your tools. We are not responsible for lost, damaged or misplaced items.
3. You must bring a cell phone. Don't forget your charger. It is critical that you be able to contact our Construction Coordinator in the event that you need additional materials or supplies on your job site, and that we are able to contact you in the event of an emergency.
4. There will be a dress code on the work site including closed toe shoes and a sleeved shirt. Tank tops, muscle & sleeveless shirts, clogs, crocs and short shorts **are not allowed**. Please set the example.
5. Guide this work group through your home repair project. You DO NOT have to be an expert in the work that you are doing, but you must be willing to try! The Philadelphia Project staff will be available for assistance.
6. Encouraging your group by helping them get to know each other, helping them to get to know your homeowner and setting a positive and hopeful tone at your worksite.
7. Complete all tasks with excellence, as unto the Lord. (Col 3:17)
8. Be a good steward of what we have been blessed with. Do not be wasteful.
9. Be mindful of our relationship with the community and with the homeowner. Treat them with dignity & respect.
10. You are not allowed to leave your job site during the day. If you need materials, call the Construction Coordinator and request that he/she send you a runner with what you need. Students are not permitted to leave the site during the day, or be alone at a site.
11. Please be a gracious host to any media representatives who might stop by your site.
12. You are expected to return all completed job site paperwork to Kylie Young, or our Site Coordinator, Dan Di Scala at the end of each work camp. This keeps us up to speed on what has been accomplished and what work is left unfinished at each site.
13. Please report any injuries immediately to Kylie Young. 484.222.1004
14. You are required to participate in all aspects of The Philadelphia Project week. This includes but is not limited to meals, worship times, Club, leader meetings, all site work & post work debrief sessions.
15. Be on time for all meetings, meals and activities. Return from your job sites on time. Do not be late.
16. Be flexible to any time changes or 'stuff' that may occur.
17. No smoking, drinking or cursing is permitted during the week. No drugs, tobacco, fireworks, firearms, knives (except for utility knives) or weapons are permitted at The Philadelphia Project. No clothing that promotes the above are allowed.
18. No guys in the girls' room & no girls in the guys' room. That includes hanging out in front of. No Public Displays of Affection.

I have read the guidelines and agree to support the mission of THE PHILADELPHIA PROJECT.

By applying to be an adult leader, I agree to support this vision of getting the teens involved in doing the work on my job site. And knowing that our focus is serving the teens so that they can serve the homeowners, I agree to abide by the attached guidelines for participating in The Philadelphia Project. By applying, I indicate that I have read, understand and agree to abide by these guidelines.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Group Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

If you have any questions or concerns please contact Joel Bielefeldt at 908.581.2298