



443 Fairview Ave.
Lancaster, PA 17603
Tel (717) 392-8836
Fax (717) 390-3767
volunteer@llhfh.org

Saint James Episcopal Church Sign Up Instructions

NOTE: We provide on-site training for our groups, so you do not need to attend a new volunteer orientation prior to volunteering.

CREATE A PROFILE

- a. Click this link: <http://stjames.llhfh.volunteerhub.com/>
- b. Choose your volunteer date and time and click **SIGN UP!**
- c. This will take you to our log in page. Click **Create Account** at the top of the page to get started.
- d. Next you will create a unique username and password
- e. Fill out the volunteer profile! Be sure to write in the question "Group affiliation" that you are serving with Saint James) & submit the form
- f. Once you see a "Thank you for signing up" message pop-up - you'll know you're officially signed-up! You'll also receive a confirmation email that tells you what you need to bring, wear, what to expect, our address, as well as where to park. **REMINDER – You don't need to attend our new volunteer orientation – you will receive your new volunteer training on-site, when you arrive.**
- g. Your confirmation email will also include instructions that outline how to complete our online **safety training**. This **needs to be completed before you arrive to volunteer**. There are two training videos for volunteers watch with a brief quiz at the end. The videos and quizzes take no more than 20 minutes to complete.

If you run into any issues or have any questions, please feel free to contact the Volunteer Manager, Mike Andrelczyk at Mike@LLHFH.org.

Thank you for serving with us! Our current sites are ready for some eager hands to come build!



We are pledged to the letter and spirit of U.S. policy for the achievement of equal housing opportunity throughout the nation. We encourage and support an affirmative advertising program in which there are no barriers to obtaining housing because of race, color, religion, sex, handicap, familial status, or national origin.