



Team Leader Quick Guide

Recruitment

Your trip is confirmed and you're fired up and ready to start recruiting for your trip to [insert exciting location here]!

As the team leader, you're the key recruiter and primary contact for each volunteer interested in joining your trip. Here's what you need to know when you start recruiting your team:

- Volunteers may reach out to you directly via the email listed on your webflyer, or they may submit an application first. Either way, the faster you return the interest inquiry, the higher the likelihood of recruiting this volunteer to join your trip.
- Each open team is advertised on [habitat.org/gv](https://www.habitat.org/gv) and may be featured on the homepage or Habitat's social media accounts. If for any reason you cannot keep up with the volume of interested volunteers you are receiving, simply reach out to your Engagement Specialist to have your trip temporarily removed from the website. Once you're ready to go, it's super simple to post again, just let your Engagement Specialist know you'd like it back up!
- A customizable flyer is available to modify, print and share is available for any team type on the trip leader resources page ([habitat.org/volunteer/travel-and-build/global-village/team-leader-resources](https://www.habitat.org/volunteer/travel-and-build/global-village/team-leader-resources)).

What advice do other team leaders have when it comes to recruiting for your trip?

- **Start in your own network:** Advertise your trip to friends, family, former team members and colleagues. Encourage new and experienced volunteers equally.
- **Deeply engage your preferred organizations:** consider a presentation to organizations of which you are a part- alumni associations, schools, churches, the local library, community groups, etc. Share about how they can join your team. Use your passion for these organizations to add value for them and for Habitat.
- **Utilize country connections:** approach members of social clubs or non-profits specifically connected to the country of your build. Perhaps your town has a sister city in a place where Habitat builds, a local genealogy club may have some members interested in tracing back their roots in the country you're leading too, the possibilities are endless!
- **Give your message substance:** Keep the message personal and talk about the transformative aspect of the trip. Emphasize to prospective team members that this is more than a trip. It's an opportunity to give- and receive even more in return.
- **Mold the right team member from the beginning:** identify ideal team member traits- such as flexibility, ability to work within a team, desire for personal growth, etc. Speak to these traits throughout the expectations setting call.
- **Help all volunteers find the right trip:** Sometimes a volunteer isn't the right fit for your team, and that's okay. If, after discussing the details of the experience, a volunteer decides that their expectations do not match, connect them with gv@habitat.org so that we can find a trip for them to serve on. Even if a volunteer isn't a fit for your trip, don't leave them feeling unwanted, our support staff can help them find an opportunity that suits them.