



TEAM DEPOT STORE CAPTAIN

Every Home Depot store is to have a Team Depot Captain who not only leads volunteer service projects and coordinates donations, but also serves as an ambassador to the community, working with local and national nonprofit partners to create positive change in their community. Team Depot Captains are determined by the store manager and should be motivated associates with leadership potential who can rally associates, as well as, work well with the community. Captains should be given two hours each week “on the clock” to organize and lead their projects. Please work with you Store Manager to coordinate this time.

ROLE & RESPONSIBILITIES:

- Review the Team Depot Captain training manual and watch the Team Depot Captain DVD.
- Attend Team Depot Captain calls or meetings hosted by the District Team Depot Captain
- Plan, recruit for and execute volunteer projects throughout the year (There is no minimum or maximum number of projects required)
- Communicate with your Store Manager and store leadership regarding the interests of store associates and upcoming projects
- Serve as ambassadors/liaison for Team Depot in the store
- Have a working knowledge of the ways nonprofit organizations can receive support from The Home Depot or The Home Depot Foundation.
- Receive, secure and distribute the \$25 Donation Coupons to nonprofits seeking local support
- Keep a list of highly motivated and skilled associates for projects
- Report requested evaluation criteria and metrics after each project by completing a Project Impact Summary and submitting with digital photos to your Division Community Affairs Manager
- Update your stores community board with photos and information about your impact in the community
- Keep volunteers motivated through rewards and/or recognition
- Serve in position for at least one year
- Be on the look out for and help train the succeeding Team Depot Captain
- Have fun!