

Volunteer Committee: Family Services

Basic Function: Habitat homeowners are active partners in all aspects of the affiliate. The Committee works to select Habitat homeowners (through application review, interviews, home visits, and recommendation to Board for approval) and support the HFHMM partner families as they transition into homeownership and become members of the Habitat community. The committee is broken up into two sub committees: Family Selection and Family Partnership.

Principle Duties:

Family Selection

- Help plan and facilitate prospective applicant information session
- Assist families complete applications and obtain other necessary information
- Review applications for completion; contact families to request additional information
- Write meaningful and objective reports using established system
- Complete home visits as necessary
- Actively participate in decision making
- Complete report of homeowner recommendation to be given to Board for approval
- Create Family Partnership family stories guide
- Organize and create a report on the family selection process, findings, experiences
- Targeted Outreach – Create/ maintain comprehensive marketing and outreach guide/plan for Family Selection
- Maintain comprehensive resource guide for disqualified applicants
- Gather demographic information about applicants

Family Partnership

- Work with Habitat home buyers to ensure pre-ownership requirements are fulfilled
- Develop and implement required home buyer education workshops within construction timeline
- Research, design and facilitate workshops as well as family support services such as childcare and scheduling needs
- Create an effective system for monitoring sweat equity hours and work with families to ensure all hours are completed
- Foster a strong, sustainable partnership among the affiliate staff, volunteers and families
- Work to create a sense of community among families
- Assess family partner resources and continue to develop new and improved ways to support families
- Work with Home Owner Association Committee to help families learn new roles
- Serve as liaison between family and Habitat – sweat equity hours, workshops, and other items as needed

Members: Members commit to serve for at least one year. In general, members are invited to serve for as long as they desire beyond one year. If a member is unable to fulfill the one year commitment they are required to notify the Director of the Department. Members are expected to attend all meeting unless they have previously notified the Director of the Department. If a member misses three consecutive meetings without notifying the Director of the Department HFHMM reserves the right to request the member's resignation from the committee.

Meetings: Monthly meetings as needed scheduled for the second or third Wednesday of each month, 7:00 p.m. – 9:00 p.m

Qualifications:

- Knowledge of and commitment to HFHMM's mission and core values
- A desire to work with families from diverse backgrounds
- Knowledge of and/or willingness to learn about community resources and services
- Sensitivity to diverse and/or low income individuals and families
- Effective communication & good people skills
- Willingness to develop relationships with, and serve as a resource for, homeowner families
- Ability to exercise confidentiality when dealing with partner family issues
- Ability to provide time and support to partner families each month during their pre-ownership period and periodically thereafter as needed
- Willingness to be flexible in providing family support

To apply: Please submit the following information via e-mail to Family@HabitatMM.org

- resume cover letter three references an email clearly stating your interest and skills

HFHMM supports the notion that good, stable housing matters for neighborhoods. Better quality of living leads to stronger citizens and families. Habitat for Humanity is about changing lives, one home at a time.