

Habitat for Humanity of Greater Pittsburgh Family Selection Committee Member Job Description

Purpose

The purpose of the Family Selection Committee is to assist potential Partner Families through the application process and make recommendations of families for Habitat homes, as well as preparing family files to be presented to the Board of Directors for approval.

The Family Selection Committee provides support for, interviews and documents contact with interested families. Members are responsible for assessing the potential family's need for shelter, ability to pay, and willingness to partner with Habitat for Humanity. Members also educate potential families about Habitat for Humanity. Family Selection Committee members are accountable to the Family Services Coordinator.

Commitment

- Remain active for a minimum of one year.
- Attend all monthly meetings (held on the 3rd Wednesday of each month)
- Complete home visits as requested

Responsibilities

- Review applications as specified in the board-approved Family Selection Process
- Make fair, legal, and compassionate selection decisions that honor families dreams, history and realities
- Act as an ambassador in the community for Habitat's Family Selection Committee
- Select, with the rest of the committee, application families for Habitat homes
- Provide useful feedback to the committee chair regarding the effectiveness of current policies and procedures
- Volunteer for at least one Habitat 101 orientation per year as training to remain informed about the application process and program requirements (to be held quarterly)

Qualifications

The Family Selection Committee welcomes any member committed to helping homeowner continue the long-lasting legacy of Habitat for Humanity. Members will have a desire to provide service to the community; understand the challenges low-income families face; make a commitment to the Family Selection Committee and Habitat for Humanity to serve as a volunteer representative; and show a willingness to follow the policies set forth by Habitat for Humanity of Greater Pittsburgh.

Professional or personal experience in one or more of the following areas is also helpful:

- Willingness to work with low-income families
- Experience with human resources or affordable housing
- Knowledge or experience with the mortgage lending process or real estate
- Organization and committee management skills
- Personal finance background and interest

Interested volunteers should send a resume and cover letter to sraufer@pittsburghhabitat.org. This is a volunteer committee only and no compensation is provided.