

Volunteer Position Title: Family Partner Committee, Unpaid

Department: Family Services

Need: At least five dedicated individuals who are willing to learn about HFH-MC and its rising homeowners.

Training and resources: HFH-MC Volunteer and Family Services Department has developed an affiliate operations manual to assist with this committee. Affiliate staff members are also excited and eager to work with new Family Partners.

Time commitment: An average of five to ten hours per month including but not limited to: monthly committee meetings currently scheduled for the second or third Wednesday of each month, 7:00 p.m. – 9:00 p.m. as well as attendance at Family Partnership events (i.e. Home Buyer workshops, Home Dedications Ceremonies etc.)

Benefits: Be part of a dream. Help a rising homeowner achieve their goal of homeownership while promoting simple, decent, safe, and affordable homes in Montgomery County.

Position requirements: First and foremost, a willingness to serve and partner with HFH-MC. All of our interns and volunteers must be knowledgeable of and committed to HFH-MC's core values and mission available to review here: <http://habitat-mc.org/aboutus/index.html>. Strong commitment to affordable housing and community development. 1. Knowledge of and commitment to HFH-MC's mission and core values; 2. A desire to work with families from diverse backgrounds; 3. Knowledge of and/or willingness to learn about community resources and services; 4. Sensitivity to diverse and/or low-income individuals and families; 5. Effective communication & good people skills; 6. Willingness to develop relationships with, and serve as a resource for, homeowner families; 7. Ability to exercise confidentiality when dealing with partner family issues; 8. Ability to provide time and support to partner families each month during their pre-ownership period and periodically thereafter as needed; 9. Willingness to be flexible in providing family support

Job description: 1. Work with Habitat home buyers to ensure pre-ownership requirements are fulfilled; 2. Develop and implement required home buyer education workshops within construction timeline; 3. Work with families to ensure all required hours and activities are completed; 4. Foster a strong, sustainable partnership among the affiliate staff, volunteers and families; 5. Work to create a sense of community among families; 6. Assess family partner resources and continue to develop new and improved ways to support families; 7. Planning and execution of Home Dedication Ceremony once homes are completed; 8. Serve as liaison between family and HFH-MC discussing sweat equity hours, workshops, and other items as needed

To apply: Please submit the following information via e-mail to molly.pelzer@habitat-mc.org

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

Deadline: The deadline for submitting materials is ongoing, ASAP. We would like to have you on board prior to April 2012.

For more information: Molly Pelzer, Volunteer and Family Services Manager, molly.pelzer@habitat-mc.org or (301) 990-0014 x 18.

All applicants will receive notification of their application status regardless of decision.
