



Title: **Family Services Committee**

Report to: Sharon Brobst, Chair

Purpose: To mentor families from the time of inquiry through the transfer of ownership and up to one year after date of purchase.

Responsibilities:

- Create relationships with community organizations and the public
- Become knowledgeable of selection criteria
- Participate in family information meetings
- Screen and score applications
- Conduct home visits
- Make final recommendation of family to the Board of Directors
- Know basics of house construction and maintenance
- Understand the philosophy and guidelines of “sweat equity”
- Know Habitat’s house purchase closing process
- Provide homeowner manual and homeowner training sessions
- Support homeowner in finance planning
- Plan family celebrations and events
- Confidentiality

Qualifications:

- Good people skills, detail-oriented, professional, flexible, willingness to invest time and energy in a Habitat partner family, and a passion for people and the mission
- Experience in social work, counseling, real estate, law, homeownership a plus
- Experience working with low-income families and a financial background are helpful

Time commitment: Meets the third Wednesday of each month from 5:30-7:00pm  
Additional hours to meet with families on as-needed basis

Training: Training sessions mandatory for Homeowner Guide and Guide to Finances

Benefits: Meet great people – fellow volunteers who share your passion and the families you know you will help; learn new skills

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Habitat for Humanity / 7 Rivers Maine creates successful homeownership opportunities for families with limited incomes by building sustainable housing and repairing and weatherizing existing homes.