



## Volunteer Position Description

**Assignment Title:** Family Services Orientation Volunteer

**Supervisor and Department:** Family Selection Associate, Family Selection Team

**Purpose or Overview:**

Homeowner orientation sessions give potential partner families the opportunity to learn about Habitat's homeownership program, view available properties, and determine if they would like to apply. Families can complete applications during the session or at a later date. Sessions are held one evening every month. Volunteers support Habitat staff throughout the session.

**Major Responsibilities:**

Roles may vary each session and could include any of the following tasks:

- Welcome and check in families
- Walk around and answer questions about Habitat properties
- Help families complete their application
- Collect applications at check out
- Enter application information into database

**Time Commitment:**

- The third Tuesday or Wednesday of every month from 5:30-7:45pm
- Volunteers commit to 8-12 sessions per year

**Qualifications:**

- Eager to work with potential partner families
- Adaptable and personable
- Good communication skills and professionalism
- Experience with data entry is a plus
- Spanish, Arabic or French language skills are a plus
- Background check required

**Training:** Volunteers must attend a one-hour training session scheduled by Habitat. A one-hour volunteer orientation is also strongly encouraged.

**Service Location:** Habitat office: 3245 Eliot Street, Denver CO 80211

**Impact:** This role plays a key part in helping families successfully apply to Habitat's homeownership program. Families appreciate having someone take time to explain the process and provide personal attention. It is a great opportunity for volunteers to give these families a "hand up, not a hand out"!