



---

***Volunteer Position Description: Family Selection and Services Committee Member***

---

**PURPOSE**

This committee supports the PPHFH Homeowner Services Department in selecting qualified individuals and families and in assisting partner families in making a successful transition to homeownership. This committee drafts selection criteria for Board approval, develops application and other forms, holds public meetings to inform applicants about the selection process and qualifications, evaluates applicants, and recommends families to the Board of Directors for approval as prospective homeowners. It provides support to new homeowners with the process of becoming a homeowner, budgeting, construction choices, media interviews, keeping track of sweat equity hours, and the fundamentals of homeownership. It also organizes special events such as dedication ceremonies, creates instructional manuals and helps homeowners' access community resources. In addition, the Family Selection and Services Committee assists the Director of Homeowner Services in marketing and outreach efforts to PPHFH's target market.

**CHAIR**

Joel Hamilton  
PPHFH Board Vice President  
[joelhamilton@hotmail.com](mailto:joelhamilton@hotmail.com)

**STAFF**

Janet Risley  
Director of Homeowner Services  
[janet@pikespeakhabitat.org](mailto:janet@pikespeakhabitat.org)  
(719) 475-7800

**MEMBERS**

Committee Chair, Director of Homeowner Services, at-large Committee Members

**FREQUENCY**

Meets as needed.

**MAJOR RESPONSIBILITIES**

- Attend committee meetings and other regularly scheduled events.
- Review applicant information as provided by the Director of Homeowner Services to support underwriting in order to determine if PPHFH applicants meet PPHFH's eligibility criteria, as defined by the Family Selection policy.
- In teams of two, perform home visits as a fundamental element of the application process. Discuss program requirements and interview applicants in order to ensure program eligibility's "need" requirement.
- Assist with applicant outreach efforts, which may include: attending applicant orientations, meeting with community partners, distributing program information and representing PPHFH at tabling" and other events.
- Assist with applicant marketing efforts, which may include: creation of marketing materials, solicitation of donations related to marketing efforts, as well as development and implementation of a media plan. Assist with Homeowner education classes by facilitating topics of choice and soliciting donations for meals, etc.
- Work on special topics and planning related to homeowner support.
- Assist PPHFH Staff with planning and event functions related to Ground Blessings and Home Dedications for partner families.
- Assist in recruitment of PPHFH families for volunteer service, in-kind professional volunteers and services, and other resources that can help to support PPHFH homeowners.
- Compile resources and develop helpful content for the PPHFH website and homeowner newsletter.
- Assist with outcome tracking and program/policy evaluation projects as needed and strategic plan tactics.
- Assist with creating a dashboard that helps staff and board make informed decisions.



---

***Volunteer Position Description: Family Selection and Services Committee Member***

---

**QUALIFICATIONS**

- High integrity, strong work ethic, and a connection to Habitat for Humanity's mission.
- Detail oriented.
- Professional communicator and trustworthy with sensitive information.
- Ability to reserve judgment and be committed to equitable and consistent decision-making.
- Culturally competent; ability to work with families from diverse cultures and backgrounds.
- Preferred skills and experience include: banking/underwriting experience, knowledge of consumer lending laws, knowledge of family law, other knowledge and experience relevant to ensuring the consistent application of Family Selection policies and procedures.
- Proficiency in language(s) other than English preferred but not required.

**TRAINING**

- Orientation, ongoing training opportunities on mortgage regulations and cultural competency.

**BENEFITS TO YOU**

- Work with other professionals to ensure El Paso County's low income families have the opportunity to safe, decent and affordable housing.
- Access to Habitat for Humanity training resources such as HFH Knowledge Center and HabitatLearns.