

**Pittsburgh Habitat for Humanity  
Committee Job Description**

**Family Selection Committee Volunteer**

**Position:** Member of the Family Selection Committee

**Accountable to:** Chairperson of the Family Selection Committee

**Description:**

Family Selection Committee members determine if applicant families are a “good match” with Pittsburgh Habitat. They explain our organization to applicant families and work with them to assess if they meet our criteria.

**Expected Commitment:**

A minimum of six months, although it is best if volunteers can continue for a year. Volunteers are assigned families depending on the affiliates need.

**Responsibilities:**

1. Attend monthly committee meeting.
2. Become aware of Pittsburgh Habitat.
3. Explain Habitat’s mission, the 350 sweat equity hours and the reason behind it.
4. Attend Family Selection Workshops.
5. Help applicants fill out the applications, review their applications and financial information and determine whether or not they meet the required income guidelines.
6. Must make home visits.
7. Make reference calls, and verify income.
8. Make recommendations of family acceptance/denial into the program to Board of Directors.

**Outcomes/Goals:**

Pittsburgh Habitat will continue to partner with families in need who fully understand and embrace the Habitat mission.

**Training and Support Plan:**

The Family Selection Chair will provide the primary training to fulfill this role. Initially, a new volunteer will accompany a current member on a home visit as part of this training. Further education will come from attending the monthly meetings.

**Qualifications:**

Family Selection volunteers should expect and enjoy interaction with prospective Pittsburgh Habitat Family Partners. They should be sensitive to the issues that affect low-income families. They should be willing to attend home visits in low-income neighborhoods and be comfortable accepting and making telephone calls from home. Experience with poverty housing is a bonus.