

**Pittsburgh Habitat for Humanity  
Committee Job Description**

**Human Resources Committee Volunteer**

**Position:** Member of the Human Resources Committee

**Accountable to:** Chairperson of the Human Resources Committee

**Description:**

The Human Resources Committee is responsible for the personnel policies and programs of Pittsburgh Habitat. The committee is the board's primary body, which evaluates the human resources and volunteer policies and the overall management structure of the affiliate. This committee assumes the responsibility for developing and overseeing the policies, which affect the employees and volunteers of Pittsburgh Habitat. The committee is expected to ensure that there is proper review and approval of new staff and volunteer positions, including comprehensive job descriptions and performance evaluation of current staff.

**Expected Commitment:**

A minimum of six months is required.

**Responsibilities:**

1. Attend monthly committee meetings.
2. Become aware of Pittsburgh Habitat's personnel policies and programs.
3. Continually, as needed, or as requested by the Executive Director or the Board, review the administrative needs and capabilities of Habitat and make recommendations for improvement in all administrative areas, including personnel, office space, equipment and furniture, insurance, record keeping, communications, computer systems and security.
4. Continually, as needed, or as requested by the Executive Director or the Board, study Habitat policies and make recommendations to accommodate growth or changing conditions.
5. Assist Executive Director in providing assessment tools to executive staff.
6. Provide support to Executive Director and Board in all areas concerning personnel including hiring, firing, promotions, demotions.

**Outcomes/Goals:**

This team's goal is to make sure that the overall management structure of the organization is being acted out appropriately.

**Training and Support Plan:**

Pittsburgh Habitat will provide committee members with resource materials and information regarding Pittsburgh Habitat's traditional practices and procedures as well as the recommended policies from International and other affiliates.

**Qualifications:**

Members should have some knowledge of Human Resources management and/or employment law. It is preferable for committee members to have experience managing employees and practical experience working in human resources.