

Habitat for Humanity Greater San Francisco
Homeowner Resource Volunteer Description

Position Title: Homeowner Resource Volunteer

Purpose: This volunteer will work with our Homeowner Development Department (HDD) to serve as a resource for homeowners once they have completed the purchase of their Habitat home. HDD provides post-purchase support to help maintain the ongoing stability of homeowners. Habitat GSF provides affordable homeownership opportunities for families in Marin, San Francisco, and San Mateo counties.

Location: Local to Marin, San Francisco, or San Mateo counties with remote opportunities.

Key Responsibilities: Provide advice to homeowners seeking the following information on a one-on-one basis on any of the following topics. HDD is open to discuss additional topics.

1. Repairing Credit Scores
2. Mediation and Conflict Resolution
3. Career Counseling/Mentorship
4. Affordable Interior Design
5. Estate Planning
6. Home Organization
7. College Admission and/or Financial Aid
8. Notary Public
9. Life Coaching

Supervisor: Homeowner Development Staff

Time Commitment: Volunteers will need to meet with staff to learn and train. Volunteers will be on call and may choose to limit the number of appointments per homeowner. The option of conducting an in-person class or Zoom session is also available.

Qualifications:

- Prefer 1-2 years of Professional Experience in one of the topics
- Current license to practice or certification on the declared expertise
- Comfortable working with different populations
- Bilingual a plus

Support: Volunteer will meet with our Homeowner Development Department to get mutually familiar with needs and expectations as well as learn about the Habitat mission and organization. HDD reserves the right to approve materials/information shared with the homeowner.

Dress: Business casual

Additional Requirements:

- Working computer with video camera
- Provide a resume or LinkedIn profile, and one professional reference
- All volunteers must sign a waiver and non-disclosure form
- Volunteers must pass a background check

Our Commitment:

- We want our volunteer engagements to be mutually beneficial. Both parties will determine the suitability of the assignment and make appropriate changes. This can include reassignment or separation.
- We value flexibility. The volunteer and supervisor will give 48 hours' notice for changes in the schedule. In cases of emergencies, the volunteer will notify his/her supervisor as soon as possible.
- We value our volunteer's time. We will have work ready for the volunteer. If the supervisor is unavailable, he/she will ensure that an alternate supervisor will have work ready for the volunteer on the scheduled day.