



## Volunteer Position Description

# VOLUNTEER PARTNER

**Title:** Volunteer Partner

**Supervisors:** Joe Leary and Robin Trainor, Family Partnership Committee Co-Chairs and Mary Ann Mills-Lassiter, Director of Family Programs

### **Goal or Purpose of the Position:**

Volunteer Partners work directly with an individual homeowner family to help ensure a successful transition into homeownership. Both the volunteer partner and the homeowner family build a relationship of mutual respect, friendship, trust, and commitment to one another.

### **Major Responsibilities:**

- Act as a liaison between the homeowner family and Habitat, and facilitate communications as needed.
- Assist in developing a plan for completing sweat equity hours, verify hours, maintain an accounting of sweat equity hours, and provide a monthly report of hours to Habitat.
- Work one-on-one with the family during the hectic period of building a Habitat home. At different times, some families may need an advisor, an advocate, a mentor, a guide to resources, or a sounding board. Other families may be quite self-sufficient. The volunteer partner will need to be flexible and responsive to the individual, to their changing circumstances, and to the unpredictable nature of construction.
- Provide updates to Habitat in the event that there are any major changes in the family's life, particularly changes that could impact finances or time availability.
- Attend events to publicly introduce the homeowner family whenever possible. There are usually three such events during a Habitat build: a Volunteer Kick-Off event, the Wallraising Ceremony, and a Dedication.
- Stay up-to-date on the ever-changing construction schedule.
- Accompany the homeowner family at workshops and meetings, whenever possible. Habitat will hold approximately nine such meetings/workshops during the construction year, and will endeavor to hold some of them together on one day.
- Weekly contact with the homeowner family is expected. During construction, try to schedule two of these visits per month at the job site itself, to develop relationships with, and gain perspectives from, the regular volunteers.
- After the home is complete, communicate monthly with homeowner families and provide quarterly reports to Habitat – for one year.
- Provide a report to Habitat about the progress of punch list items.
- Assist the homeowner in the referral process if there are warranty issues with the house.



### **Time Commitment:**

Two years total working with an individual family. During the first year, while the house is under construction, Volunteer Partners can expect anywhere from 1-3 hours per week plus attendance at approximately twelve events or workshops. During the second year, partners are asked to check in with their family once per month by phone or email, and provide a quarterly report to Habitat. Extra time may be needed depending on each family's unique circumstances.

### **Qualifications:**

A desire to make a difference, empathy, good boundaries, respect for confidentiality,

### **Training and or Preparation Required:**

Habitat will provide a training for all new volunteer partners. Although not required, people with a background in teaching, social work, or ministry are often particularly suited to the position of volunteer partner.

### **Service location and who they will serve with:**

Volunteer Partners serve with the individual homeowner family they are mentoring. The location for meetings will be specific to that family's current address/job, and to the site where their new home is being constructed. Meetings will also be held at the Habitat office in Yarmouth Port, or at a community facility convenient to the construction site.

### **Benefits:**

Working one-on-one with an individual family allows a volunteer partner to make an impact in that family's life that will positively change their whole future. Most volunteer partners find it deeply satisfying to have the opportunity of getting to know the individuals they work with on a very personal level, and they find it uniquely gratifying to see the difference they are making as they work together. Volunteer partners usually form quite a bond with the homeowner family, and at times the relationship even develops into a true friendship.