



Our vision is that everyone in Merced County has decent and affordable housing.

WANTED

Family Services Coordinator Job Description

Description: This volunteer position will manage the affiliate's Family Services procedures for the selection and support of homeowner families by supervising the Family Services Committee and volunteers and implementing the procedures and policies approved by the Board of Directors.

Responsibilities: Family Selection and Family Support activities include application seminars, application review, home visits, credit checks, homeowner education, sweat equity tracking, legal documents, escrow and closing documents, home dedication ceremonies. You will not be starting from scratch; lots of support and resources are available.

Expectations: To attend monthly Board of Directors meetings, to recruit and train volunteer committee members as needed, hold committee meetings, delegate responsibilities, understand and support our affiliates policies and objectives.

Desirable skills or experience: Computer proficiency (MS Office, e-mail, internet, .pdf files), good oral and written communication and presentation skills, organization, integrity, patience. Ability to follow through.

Contact: Habitat for Humanity of Merced County
(209) 726-0850
www.hfhmerced.org

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VOLUNTEER!

Please take this flyer and give it to a friend or post it at your church or workplace.