

FAMILY SELECTION COMMITTEE “MEMBER” and “CHAIR”

Hybrid meeting held on the first Monday of each month 6:30 pm - 8:30 pm
Additional self-scheduled appointments between meetings

*Volunteers must be at least 18 years old, sign a waiver online annually,
and pass the National Sex Offender Registry.*

The Family Selection (FS) Committee plays a critical role in helping Atlanta Habitat select its future homebuyers! FS Committee members holistically identify homebuyers most likely to thrive through the homeownership program.

MEMBER

ROLE

- Review potential homebuyer profiles.
- Interview potential homebuyers and their families.
- Make potential homebuyer recommendations.
- Meet consistently with fellow FS Committee members and Atlanta Habitat staff.

RESPONSIBILITIES

- Review homebuyer profiles to familiarize yourself with the applicant.
- Verify applicants' employment.
- Schedule and conduct home visits.
 - Interview applicant and their families.
 - Complete Interview Summary Sheet prior to the next FS Committee meetings.
- Communicate with FS Committee Chair about interview results, questions, or concerns.
- Attend monthly FS Committee meetings:
 - Present results of the applicants' interview.
 - Collaborate to evaluate applicants and make Homeownership Program approval recommendations rooted in Atlanta Habitat's guidelines and policies.

QUALIFICATIONS

- Passion and enthusiasm for Atlanta Habitat's mission.
- Successful and timely completion of Atlanta Habitat's Family Selection Committee training
- Excellent interpersonal and communication skills.
- Comfort working closely with applicants in their home.
- Ability to join a virtual meeting once per month.
- Successful clearance on National Sex Offender Registry.
- (Optional) Fluency in Spanish.
- (Optional) Experience in banking, finance, or credit.

TIME COMMITMENT

- Home visits and/or Zoom interviews must be conducted by 2 FS members, conducive with all parties' schedules.
- At least 1 of the 2 FS Committee members who completed the interview must be present at the next monthly meeting to present the applicant to the FS Committee for discussion and recommendation.

- Committee members commit to attending at least one FS Committee Meeting every other month and serve for at least 1 year.
- Members are expected to take the lead on a minimum of 2 applicant interviews annually and act as a second interviewer on at least 3 occasions annually.

TRAINING AND SUPPORT

- Complete online training session - Atlanta Habitat's Homeowner Selection Requirements.
- Attend a once-per-year ongoing training session as requirements change.
- Shadow a seasoned FS Committee member until approved to lead the interview process. Approval is granted by the Outreach and Program Services Manager following the recommendation of the FS Committee chair.
- An Atlanta Habitat Homeowner Services Department staff member is present at all FS Committee meetings and is available to answer questions and provide support to the FS Committee members as needed.

CHAIR

ROLE

- Serve as liaison between Atlanta Habitat staff and FS Committee Members.

RESPONSIBILITIES

- Request policy statements from Atlanta Habitat staff and make policy recommendations.
- Be available as a second committee member for applicant interviews.
- Know the guidelines and policies of Atlanta Habitat and ensure FS Committee compliance.
- Arrange additional FS Committee meetings as needed.
- Recommend new FS Committee Members to Atlanta Habitat staff.

QUALIFICATIONS

- Successfully complete and uphold all duties of a Member in addition to Chair duties.

GET STARTED

- 1) Attend Atlanta Habitat's [Volunteer Orientation](#).
- 2) Contact the Volunteer Coordinator (volunteer@atlantahabitat.org) to express interest in this role.
- 3) After successful clearance from the National Sex Offender Registry, we will connect you with Homeowner Services Department.
- 4) Receive additional waivers to sign and next steps.
- 5) Attend Atlanta Habitat's Family Selection Committee training.