



Greater Ottawa

**Habitat for Humanity®**

**Habitat pour l'humanité®**

La Grande Région d'Ottawa

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## Volunteer Position: Homeownership Mentor

**Purpose:** As a Homeownership Mentor you will work directly with Future Habitat Homeowners from the time of acceptance into the Affordable Homeownership Program until 3-6 months post move-in; Approx. 12-18 months. You are responsible for providing mentorship, support and resources as families move through the transition from being a renter to a homeowner.

**Time Commitment:** 2-5 hours per month.

**Job Duration:** One build cycle minimum (approx. 12-18 months)

**Location:** Remote and in-person meetings as needed. Location will vary.

**Position Duties:**

- You will be assigned between 1 - 4 Future Homeowners to work with throughout their journey.
- Provide regular and consistent support to Future Homeowners as a liaison with Habitat Greater Ottawa staff in a friendly, respectful manner.
- Assist Future Homeowners throughout the entire process of becoming homeowners, which includes answering questions, identifying other community resources, providing follow-up explanations of training workshop materials, providing home maintenance tips and support with move-in coordination, etc.
- To provide feedback to the Homeownership Services Managers regarding the effectiveness of the program as well any policies and procedures
- Perform regular check-ins with Future Homeowners regarding the completion of the volunteer hours and support with planning how to accomplish the hours within the timeframe required
- To maintain an environment of strict confidentiality

**Qualifications and Skills:**

- Commitment to the mission of the organization
- Resourceful in researching community supports within the Greater Ottawa Region
- Openness to different cultures
- Discretion and the ability to honor confidentiality
- Good communication skills
- Sound judgment and problem-solving skills
- Bilingualism is an Asset

*\*Vulnerable Sector Criminal Record Check is required.*

**Position Benefits:**

- Use professional skills in a volunteer capacity
- Satisfaction of contributing to Habitat Greater Ottawa's mission and the Greater Ottawa community