VOLUNTEER HOME SMART ASSISTANT

Objective:
Home Smart Assistants provide general support at classes that are designed to make homeownership a successful and rewarding experience for Atlanta Habitat homebuyers.

Background:
Atlanta Habitat homebuyers attend 13 Home Smart classes during a first-year lease period as a requirement for closing on their homes. The Home Smart program has 12 classes that are required, and homebuyers may choose the 1 other class from a list of electives.

The required classes are Orientation, Intro to Homeownership, HOME Room I (a home repair and maintenance class), Bank-On-It, Budgeting, Credit, Community Involvement, Crime Prevention, Energy Use in Your Home, Understanding Your Mortgage, and HOME Room II. Some examples of electives that have been offered in the past are Landscaping, Emergency Preparedness and Fire Safety, Investment and Retirement Planning, and Decorating on a Budget.

Outline of Responsibilities:
- Register the homebuyers that attend the classes.
- Make copies of classroom materials and collect sweat equity hour sheets and other documentation.
- Support the course instructors as needed.
- Additional duties, prep for special classes, mass mailings, phone calls.

Schedule:
Classes are generally held on Tuesday evenings from 7:00 pm-9:00 pm and Saturday mornings from 9:00 am - 1:00 pm. Volunteers may be asked to report 30 minutes to 1 hour before a class begins. Other class times may be offered as needed.

Time Commitment:
We ask all Home Smart Assistants to commit to working an average of at least one class per month and serve as a volunteer in this capacity for at least six months.

Training and Support:
- Volunteers receive specific job-related instructions immediately prior to their first shift.

Qualifications:
- Passion and enthusiasm for Atlanta Habitat’s mission.
- Good customer service skills.

To get started:
- Volunteers attend a new volunteer orientation. (Pre-requisite)
- All volunteers are required to sign a confidentiality agreement and waiver of liability. (Pre-requisite)
- Search and sign-up for a Home Smart Assistant event on Volunteer Hub.
- Have questions? Contact Jessie Tran (404) 223-5180 ext. 244 or jessie.tran@atlantahabitat.org.