**Open House Host**

**Volunteer Services Description:**

Twin Cities Habitat for Humanity Open House Host Volunteers will conduct open house events for Habitat homebuyers to visit unmatched homes.

**Responsibilities:**

* Retrieve necessary materials from Habitat staff before open house events
* Unlock and lock the Habitat house at the beginning and end of the event
* Remain at the house throughout the duration of the scheduled event
* Answer homebuyer questions, or direct homebuyers to appropriate Habitat staff members and resources
* Complete the “open house checklist” at the end of the event to ensure the house is tidy and secure before leaving
* Maintain open communication with Project Management staff should any issues or concerns arise

**Volunteer Impact:**

Provide Habitat partner families with the opportunity to view rehab homes, so they may make well-informed decisions about purchasing their first home. Support TC Habitat in using limited staff time and resources effectively.

**Preferred Skills and Qualifications:**

* Strong verbal communication skills
* Eagerness to work with a culturally diverse population
* Ability to manage open house event independently and without supervision
* Access to reliable transportation to and from events throughout the 7-county metro

**Time Commitment:**

* Each open house will last for 3 hours
* Open Houses will take place Thursdays and Saturdays the second and third week of the month
* Commit to hosting two to four open house events per month as shifts are available
* Minimum 6-month commitment

**Requirements:**

* Attend Volunteer Orientation with Volunteer Coordinator
* Interview with Volunteer and Homeowner Development staff
* Complete TCHFH confidentiality and background check forms
* Volunteers must be at least 18 years old

**Training and Supervision:**

Training will be provided by the Volunteer Coordinator and the Homeowner Development team.

**Contact:**

Volunteer Coordinator

[volunteer@tchabitat.org](mailto:volunteer@tchabitat.org)

Phone: 612-305-7114