

**Volunteer Position Description**  
**Budget Mentors/Financial Advisor for Homeless Families**

**Purpose:**

Through our Transitional Housing Program, Community Lodgings works intensively with homeless families to help them reach self-sufficiency. As part of the road to independence, we require adults in our Transitional Housing Program to work with expert Budget Mentors recruited from local banks. Meetings are scheduled based on availability of families and volunteers.

**Key Responsibilities:**

- Help clients attain financial stability
- Teach basic skills needed to maintain healthy financial status
- Assist clients in understanding their credit reports • Establish a concrete plan for debt repayment and monthly savings
- Work with client to create a monthly budget using receipts and bills

**Reports to:** Transitional Housing Case Manager

- Time Commitment: 2 hours/month
- Length of Term: Mentor meets with client at least once a month for a minimum of six months.
- Age Requirement: 22 and up

**Dress Code:** Business casual

**Location:** Budget mentors meet with program participants in our administrative office at 3912 Elbert Avenue, Suite 108 Alexandria, VA 22305

**Qualifications:** Background in personal finance

**Training:** The Transitional Housing Case Manager will interview the budget mentor and discuss responsibilities of position. The Case Manager may pair a new budget mentor with a more experienced budget mentor for a session to learn more about the role.