



Title: Maintenance Assistant

Purpose: To provide our families with a safe and comfortable home environment.

Status: Volunteer: 3 hours per week

Report To: Facilities Maintenance Manager

Function: Performs high quality, low-skilled home repair work and yard maintenance.

Duties and Responsibilities:

- Attend volunteer orientation, trainings and periodic refresher sessions.
- Become familiar with facility chore cards and work independently to complete tasks in order of priority, or as requested by staff.
- Report any suspected violations of House guidelines to the House Operations Director in a timely manner.
- Report any needed repairs or other household matters to supervisor.
- Share your ideas with appropriate staff for improvements to House operations or your volunteer experience.
- Allow families to engage in conversation and stop work when that happens.
- Work safely and efficiently.

Qualifications:

- Ability to commit to a regular, weekly schedule of one day per week, Monday – Friday, with scheduled time off.
- Ability to collaborate with program staff.
- Ability to follow instructions.
- Must work well independently and with minimal supervision.
- Ability to lift up to 40 pounds and be free of physical health limitations that might result in injury.