



MAINTENANCE VOLUNTEER POSITION DESCRIPTION

Purpose

Caring for families with children who are ill or injured

Mission

We provide essential services that remove barriers, strengthen families, and promote healing when children need healthcare.

Service Description

Our 53-room House welcomes over 1000 families each year, which multiplies our maintenance needs. Our House needs active Maintenance Volunteers who are willing to tackle a variety of odd jobs and lend a hand where needed. Like any house, our House needs constant upkeep, cleaning, repair, and organization.

Requirements for All Volunteer Positions

- Be at least 18 years of age and pass a criminal background check
- Demonstrate a commitment to the RMHC NEO mission
- Be able to both take direction and work independently
- Maintain confidentiality regarding family information, be able to work effectively and sensitively with diverse populations, and maintain healthy boundaries (not take on families' troubles as one's own)

Required Tasks

- Assist with guest room repairs and general maintenance
- Help with other House duties (for example, janitorial, organizing, and transporting household donations, etc.)
- Perform outdoor maintenance
- Use House vehicles for pick-ups or deliveries

Skills Needed

- Knowledge of basic maintenance
- Ability to work safely and effectively
- Be at least 21 years of age, with a valid driver license and acceptable driving record
- Physical needs: the ability to sit or stand for extended periods of time and lift 25 lbs.

Schedule and Commitment

- One 3-hour shift per week
- Must be able to commit to 3 months of service minimum

Supervisor

Facilities Director or supporting staff members