



## VOLUNTEER JOB DESCRIPTION

BUILDINGS & GROUNDS VOLUNTEER TEAM	
<b>DESCRIPTION</b>	Buildings & Grounds Volunteers advance the mission of Boys & Girls Haven by partnering with our operations leadership team to provide a safe and welcoming physical campus for our kids.
<b>ROLES &amp; RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>• <b>Grounds Team:</b> Tasks vary based on the time of year, but generally include:               <ul style="list-style-type: none"> <li>○ Mowing, edging, brush removal (must be at least 21 to operate motorized lawn equipment)</li> <li>○ Planting and weeding (preparing and maintaining flower beds, gardens, etc. throughout the year)</li> </ul> </li> <li>• <b>Skill Based Projects:</b> Skilled volunteers are needed to assist with both ongoing and emergent property needs, including:               <ul style="list-style-type: none"> <li>○ Carpentry and light repair</li> <li>○ Plumbing</li> <li>○ Electrical work</li> <li>○ Appliance repair</li> </ul> </li> </ul>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Appropriate skill sets for the desired projects. Anyone under 18 must be accompanied by an adult. Must be 21+ to operate motorized lawn equipment.</li> <li>• Flexibility and willingness to adapt based on situational needs.</li> <li>• Volunteers must be emotionally stable and mature, exhibiting a sincere interest in helping youth develop to their full potential.</li> <li>• Volunteers must not have committed a felony at any time or committed a misdemeanor that resulted in imprisonment within the last three years. Other offenses may be considered on a case-by-case basis.</li> </ul>
<b>AVAILABILITY</b>	<ul style="list-style-type: none"> <li>• Flexible. Days and times vary based on the volunteer project. Daytime, evening and weekend hours available.</li> </ul>
<b>TIME COMMITMENT</b>	<ul style="list-style-type: none"> <li>• Volunteer with the agency at least twice per year.</li> </ul>
<b>RELATIONSHIPS</b>	<ul style="list-style-type: none"> <li>• <b>REPORTS TO:</b> Buildings &amp; Grounds Volunteer Lead, Associate Director of Operations.</li> <li>• <b>PARTNERS WITH:</b> Maintenance Lead Technician, Maintenance Assistant, other staff and volunteers depending on project.</li> </ul>
<b>TRAINING REQUIRED</b>	<ul style="list-style-type: none"> <li>• New Volunteer Orientation (offered once a month)</li> <li>• General safety and task-specific training provided based on volunteer role and task.</li> </ul>
<b>BENEFITS</b>	<ul style="list-style-type: none"> <li>• Flexible opportunity to utilize your skill sets and complete volunteer hours in a non-traditional setting.</li> <li>• Participate with other community members who are interested in helping young people reach independence.</li> </ul>