



Volunteer Job Description

Position:

Handyperson

Reports to:

Facilities Manager or Volunteer Coordinator

General Responsibilities:

The Handyperson performs repairs and makes improvements to the structure of the house on an as needed basis. Tasks involve knowledge of carpentry, electrical work, plumbing and general structural maintenance.

Specific Responsibilities:

- Building and mounting brackets and shelving
- Repairing electrical fixtures and equipment
- Repairing faucet leaks
- Installing weather stripping and door sweeps
- Fixing hinges, sliders, windows, etc.
- Repairing flooring and thresholds
- Other repairs as needed

Qualifications:

Sufficient knowledge of carpentry, electricity, plumbing and maintenance to perform the responsibilities of the position. Ability to use tools and equipment in a safe manner.

Hours and Compensation:

Hours are flexible and work can be performed on an as-needed basis. This is an unpaid volunteer position that provides experience in structural maintenance, the satisfaction of knowing that the house is in good repair, and much appreciation from staff.

Volunteer Signature

Date

Volunteer Coordinator

Date