



Position Title: Facilities Maintenance Assistant Volunteer
Site: Transitional Living Center
Hours: 10-15 hours or until completion
Reports To: Natalie Willis

General Summary and Time Commitment:

Volunteer will spend time in Transitions' maintenance shop to complete an inventory of tools. This inventory will then be typed into a spreadsheet. Volunteer should plan on completing their project during regular business hours Monday through Friday.

Principle Duties and Responsibilities:

Identify tools, create list, type list, and communicate with Transitions' maintenance staff throughout process.

Required Knowledge, Skills and Abilities:

Tool identification, list management

Education and Experience: n/a

Volunteer Signature: _____ **Date:** _____
Staff Signature: _____ **Date:** _____

Last updated 5/22/17