



Position Title: Cleaning and Organizing Volunteer
Site: Transitional Living Center (TLC)
Hours: Hours to be mutually determined in a minimum of 2 hour time slots, Monday through Friday, 8:00-5:00pm
Reports To: Facilities Maintenance Staff

General Summary and Time Commitment: This volunteer will assist in keeping the Transitional Living Center clean and welcoming by assisting with cleaning, organizing and sorting donations.

Principle Duties and Responsibilities:

- Provide regular cleaning assistance.
- Organize and sort donations as requested.
- Assist with preparing apartment for new participant as needed.

Required Knowledge, Skills and Abilities:

- Willing and able to perform deep cleaning and sort donations.
- Bending, standing, etc. for extended periods.
- Able to lift and carry 25 pounds.

Education and Experience: None needed

Volunteer Signature: _____ **Date:** _____

Staff Signature: _____ **Date:** _____