



**Position Title:** Volunteer Cleaning and Organizing

**Site:** Transitional Living Center

**Hours:** Hours to be mutually determined in a minimum of 2 hour time slots, Monday through Friday, 8:00 – 5:00

**Reports To:** Natalie Willis, 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:**

**Volunteer Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Staff Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_