



VOLUNTEER JOB DESCRIPTION

BUILDINGS & GROUNDS VOLUNTEER TEAM	
DESCRIPTION	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.
ROLES & RESPONSIBILITIES	<ul style="list-style-type: none"> • Grounds Team: Tasks vary based on the time of year, but generally include: <ul style="list-style-type: none"> ○ Mowing, edging, brush removal (must be at least 21 to operate motorized lawn equipment) ○ Planting and weeding (preparing and maintaining flower beds, gardens, etc. throughout the year) • Skill Based Projects: Skilled volunteers are needed to assist with both ongoing and emergent property needs, including: <ul style="list-style-type: none"> ○ Carpentry and light repair ○ Plumbing ○ Electrical work ○ Appliance repair
QUALIFICATIONS	<ul style="list-style-type: none"> • Appropriate skill sets for the desired projects. Anyone under 18 must be accompanied by an adult. Must be 21+ to operate motorized lawn equipment. • Flexibility and willingness to adapt based on situational needs. • Volunteers must be emotionally stable and mature, exhibiting a sincere interest in helping youth develop to their full potential. • 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.
AVAILABILITY	<ul style="list-style-type: none"> • Flexible. Days and times vary based on the volunteer project. Daytime, evening and weekend hours available.
TIME COMMITMENT	<ul style="list-style-type: none"> • Volunteer with the agency at least twice per year.
RELATIONSHIPS	<ul style="list-style-type: none"> • REPORTS TO: Buildings & Grounds Volunteer Lead, Associate Director of Operations. • PARTNERS WITH: Maintenance Lead Technician, Maintenance Assistant, other staff and volunteers depending on project.
TRAINING REQUIRED	<ul style="list-style-type: none"> • New Volunteer Orientation (offered once a month) • General safety and task-specific training provided based on volunteer role and task.
BENEFITS	<ul style="list-style-type: none"> • Flexible opportunity to utilize your skill sets and complete volunteer hours in a non-traditional setting. • Participate with other community members who are interested in helping young people reach independence.