

Facility Maintenance Manager

Purpose/Objective: The volunteer will organize, monitor, and provide facility maintenance operations. They will perform a variety of tasks related to facility maintenance, and will provide assistance to the shelter manager in regards to shelter repairs and preventative measures.

Location: Willis Dady: 1247 4th Ave SE, Cedar Rapids, IA, 52403

Key Responsibilities:

- Maintaining shelter up keep by completing frequent shelter checks to identify any facility repairs
- Completing minor repairs around the shelter
- Creating a list of larger repairs need to be done by a skilled client or outside company
- Ensuring that the shelter is clean and safe for both the clients and the staff

Qualifications:

- Must be 18 y/o age or older
- Willing and able to tackle hands on repair/maintenance
- Possess good communication skills as you will need to relay important information to staff and volunteers

Time Commitment: Initially, 4 hours a week, between the hours of 9:00 a.m.-5:00 p.m. Monday through Friday. The position would be on-going and weekly, with the specific hours set between the volunteer and the volunteer coordinator.

Training: The Volunteer Coordinator or Shelter Manager will provide an orientation consisting of on-site resources available to help with maintenance, as well as a list of outside resources used for facility issues. Both would also remain available with on-going questions and needs the volunteer has while in this position.

Benefits:

- Use your experience to help your community
- Resume Building
- Create a safe, clean environment for those living in your community

Volunteer Supervisor:

Shelter Manager: sheltermanager@willisdady.org

Volunteer Coordinator: volunteer@willisdady.org