



Facilities and/or Grounds Volunteer

Location: Project Light Safe House

Reports To: Residential Coordinator

Frequency: Flexible; based on availability and need

Duration: Volunteers are requested to commit to a minimum of one year and maintain consistent communication with the Residential Coordinator regarding availability.

Position Overview

As a Facilities and Grounds Volunteer you will assist in maintaining the house and its surrounding grounds. Your efforts will help create a clean, safe, and inviting environment for survivors, promoting a sense of safety and well-being.

Responsibilities

Maintenance and Repairs

- Assist with routine maintenance tasks, including painting, minor repairs, and upkeep of furniture and fixtures.
- Help identify and report maintenance issues to the Residential Coordinator ensuring timely repairs and maintenance.

Groundskeeping

- Participate in outdoor maintenance activities such as lawn care, gardening, landscaping, and debris removal to enhance the appearance of the grounds.
- Ensure that outdoor spaces are safe and well-maintained for survivors and visitors.

Safety Compliance

- Follow safety protocols and guidelines while performing maintenance and groundskeeping tasks, using appropriate tools and equipment.
- Report any safety hazards or concerns to the Resident Coordinator immediately.

Collaboration and Communication:

- Work collaboratively with other volunteers and staff to ensure efficient facilities and grounds management.
- Communicate effectively with the Resident Coordinator about ongoing projects, maintenance needs and any concerns.

Training and Orientation

- Attend mandatory volunteer orientation and any additional training related to facilities management and trauma-informed care.
- Stay informed about Project Light's mission, policies, and services to provide accurate information to survivors.

Project Assistance

- Participate in special projects, such as seasonal clean-ups or events.
- Offer ideas and suggestions for improving the facilities and grounds.

Qualifications

- Basic knowledge of maintenance and groundskeeping practices.
- Ability to use tools and equipment safely and effectively.
- Strong interpersonal skills, communicating kindly and respectfully.
- A commitment to maintaining confidentiality and respecting the privacy of survivors.
- Previous experience in volunteer work, maintenance, or facilities management is a plus but not required.

Benefits

- Opportunity to make a meaningful difference in the lives of survivors of trafficking by maintaining a safe and welcoming environment.
- Gain valuable experience in facilities management and community service.
- Access to training and resources related to trauma-informed care and support.
- By fulfilling the responsibilities of a Facilities and Grounds Volunteer, you will play an essential role in ensuring that the shelter home remains a clean, safe, and inviting space for survivors, contributing positively to their overall well-being.