

Mary's Home



3657 Michigan Ave • Colorado Springs CO • 80910 • 719.301.5411

MARY'S HOME VOLUNTEER MAINTENANCE TEAM MEMBER POSITION DESCRIPTION

Title: Volunteer Maintenance Team Member
Accountable To: Property Manager
Status: Volunteer position without opportunity for employment

Organizational Background

Dream Centers is a faith-based non-profit organization founded in 2011 to provide health and hope to people of Colorado Springs who are working to rebuild their dreams. The two entities of Dream Centers are the Women's Clinic and Mary's Home. Mary's Home is a long-term, educationally-focused, in-depth program for single mother families working to exit homelessness permanently.

Position Purpose & Overview

At Mary's Home, ensuring physical and emotional safety for the residents is our highest value. The Mary's Home Volunteer Maintenance Team helps resident families and staff members feel cared for in practical ways by assuring an orderly and safe campus. We are looking for professional and trustworthy individuals to help carry out the weekly operations on the Mary's Home site alongside the Volunteer Property Manager. Tasks include, but are not limited to, vehicle maintenance, simple apartment repair needs, and grounds maintenance.

Responsibilities

- Work directly with the Property Manager to carry out various tasks
- Help the Property Manager sort through maintenance requests from the property request dropbox and prioritize them
- Show up to assigned maintenance appointments on time
- Secure premises and do everything with care and safety in mind
- Help coordinate with outside vendors (i.e. plumbing, grounds maintenance, etc.)
- Help with plumbing needs as able
- Help with vehicle maintenance
- Help with simple apartment repairs (i.e. fixing door handles, changing light bulbs, replacing dishwashers, building furniture, etc.)
- Communicate with the Property Manager during or before shifts to see if any new needs have arisen
- Communicate needs to the Property Manager via email or phone, if time sensitive

Requirements and Qualifications

- Follower/disciple of Jesus Christ and committed to personal spiritual growth, in agreement with the Nicene Creed
- Have experience and skills in property management is preferred but not necessary
- Have a sense of comfortability with handywork, vehicle maintenance or home repair projects
- Be able to work 4 hour shifts with the Property Manager on Fridays
- Availability to assist when emergency needs come up is preferred

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Time Commitment

4 hours/week

Physical Requirements:

Working Environment	Seldom	Occasional	Frequent
Cold (50° F or less)		X	
Heat (90° F or more)		X	
Gases/Fumes/Dust		X	
Heights		X	
Noise			X
Climbing (Stairs/Ladders)		X	
Driving		X	
Standing		X	
Sitting			X
Walking			X
Bending			X
Work with Others			X
Working Alone		X	
Crawling or Kneeling			X
Repetitive Movements		X	
Office Machines			
Telephone	X		
Fax	X		
Calculator	X		
Computer/Mouse/Printer		X	
Copier		X	
Dictaphone	X		
Scanner	X		
Moving Heavy Items			
Lifting/Lowering			X
Pushing			X
Reaching Over Shoulder		X	
Reaching Forward		X	
Carrying			X
Other Requirements			
Visual Acuity: Near			X
Visual Acuity: Far			X

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Color Discrimination			X
Hearing			X
Speech			X
Manual Dexterity			X