

Resilience: Advocates for Ending Violence

POSITION TITLE: Maintenance Volunteer

PREPARATION: Complete New Entry Training

SUPERVISOR: Jan Meinel

SUMMARY: This position has flexible hours and can be scheduled or on a call as needed basis. The position requires an individual to be handy with tools and possess a general knowledge of simple repairs.

Agency Mission Statement: The mission of Resilience is to respond to, reduce, and prevent domestic and sexual violence in Ottawa and Allegan counties.

SPECIFIC ACTIVITIES:

1. General repairs at both facilities
2. Small painting projects
3. Replace florescent light bulbs
4. Other general maintenance projects as available

GENERAL POSITION EXPECTATIONS:

- Approaches all persons from an empowerment philosophy.
- Understands and follows agency policy and guidelines as outlined in the Policy and Procedure Manual and Employee Handbook.
- Participates in maintaining policies, procedures and service delivery according to standards established by accrediting bodies, funding sources and professional organizations.
- Protects client confidentiality.
- Follows protocol regarding mandatory reporting.
- Functions as part of a team by supporting and working with others to accomplish program and agency goals.
- Participates with other agency staff in being aware of emerging needs within the community and the client population, developing of an agency vision, and working toward continuous quality improvement.

TO BECOME A VOLUNTEER, EMAIL SHERRYM@RESILIENCEMI.ORG