



Position Title: Shelter/Facilities Volunteer
Supervised By: Facilities Supervisor

Brief Description of the Position:

The Shelter Assistant is responsible in assisting with the general upkeep of the Shelter, Administration Building surrounding grounds, and Shelter vehicles. The position also provides general assistance to the Facilities Supervisor in the daily operations of the facilities.

Requirements for the Position:

- ⌘ Punctuality, flexibility, and ability to work with some degree of independence.
- ⌘ Knowledge of domestic violence/ and or crisis intervention is helpful.
- ⌘ Strong organizational skills.
- ⌘ Strong written and verbal communication skills.
- ⌘ Respect for diversity.

Duties and Responsibilities:

- ⌘ Maintenance of Shelter/Administration Buildings and vehicles:
- ⌘ Refurbishing and repairing buildings: stripping floors, painting, remodeling, repairing and staining woodwork, fixing and/or repairing plumbing, electrical and heating problems, dry walling, repair of furniture, appliances, flooring, walls, etc.
- ⌘ Maintain security and fire alarm systems.
- ⌘ Keep gas tanks full, check and change oil, check and change tires, clean and vacuum vehicle on regular basis.
- ⌘ Grounds keeping: Raking leaves, cutting grass, trimming bushes, and general lawn care and landscaping which includes the parking lots and shed, and seasonal upkeep (snow removal, etc.).
- ⌘ Assisting Facilities Supervisor:
- ⌘ Maintain proper cleaning supplies and equipment; maintain stock of paper products, personal needs, linens, food, etc; fill work orders as directed; assist in pick up and stocking of food items; maintain inventory and stock of household linens; conduct food rotations in food room & freezers; pickup, sort, process and store donated items; maintain cleanliness of the shelter; any other duties as directed by the Facilities Supervisor.

Training/Tests:

- ⌘ Shelter Orientation
- ⌘ TB Test

For more information about Volunteer Opportunities:

Please contact EVE's Community Relations Coordinator at communityrelations@eveinc.org or 517-372-5976 ext. 11. Please send volunteer and internship applications to: EVE (End Violent Encounters), ATTN: Community Relations Coordinator, P.O. Box 14149 Lansing, MI 48901.