

MISSOULA *aging* SERVICES

WE'RE PROUD of OUR YEARS

VOLUNTEER POSITION GUIDE

Title:	Program:	Department:
Building Maintenance Specialist	Operations	Operations
Supervisor:	Supervisor Contact Info:	Minimum Commitment:
Cynthia Wood, Customer Service Manager	cwood@missoulaagingservices.org 406-728-7682	6 months, intermittently as needed

Missoula Aging Services' Mission Statement: Missoula Aging Services (MAS) promotes the independence, dignity and health of older adults and those who care for them.

Program Overview: Our facility has over 16,000 square feet of space. Although routine maintenance is contracted out for janitorial, HVAC and grounds maintenance, there are still many smaller tasks that fall outside of staff responsibilities where the skills of a handyman to provide minor repairs and maintenance could be utilized.

Position Overview: Under the guidance of the Customer Service Manager, the Building Maintenance Specialist Volunteer will work to assist in providing building repairs and maintenance. The tasks will include minor repairs which can be completed in approximately two hours or within one or two visits. The tasks could be in the areas of carpentry, plumbing or general building maintenance chores as needed. Volunteers need not be skilled in all areas of repair and can choose which jobs they feel most comfortable performing. Volunteers may be asked to assist with service projects involving larger groups of volunteers.

Key Responsibilities:

- Handyman skills are a plus but not required as some jobs are simply changing light bulbs, fitting window screens, paint touch-up, making recommendations for repairs, etc.

Qualifications:

- Positive attitude and willingness to suggest low cost solutions
- People who enjoy working in a large office (16,000+ square feet) with a variety of tasks
- Ability to follow oral instructions
- Experience and success in using hand tools a plus!
- Valid driver's license with a 'clean' driving record
- Willingness to use personal vehicle that is properly insured
- Completion of the volunteer application process at MAS
- Must be 18 years of age or older
- Criminal and Sex Offender background check required
- Adhere to all agency policies and procedures, including confidentiality policy

Benefits:

- Opportunity to provide direct service to an agency that assists older adults and those who care for them
- Ongoing trainings as available
- Initial Agency Orientation is provided to all MAS volunteers
- A friendly team of co-workers

Support: The Building Maintenance Volunteer will report directly to the Customer Service Manager who will work to create an accommodating schedule, an orientation to the agency and staff, and training opportunities.

Commitment: There is a minimum 6 month commitment for this position.

Location: 337 Stephens Ave Missoula MT 59801.

Sustained Outcome: You will help to sustain a facility that is professionally maintained and safe for staff, visitors and clients.

For more information, please contact Missoula Aging Services' Volunteer Coordinator at #406.728.7682 / volunteer@missoulaagingservices.org. 05/2018

Signature of Volunteer

Date

Signature of Immediate Supervisor

Date