

Title: Groundskeeper	Program: Operations	Department: Operations
Supervisor: Cynthia Wood, Customer Service Manager	Supervisor Contact Info: cwood@missoulaagingservices.org 406-728-7682	Minimum Commitment: 6 month minimum Seasonal, April to November

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: Missoula Aging Services is the gateway for community members to receive needed services. Customer Service staff is responsible for creating a welcoming atmosphere for visitors, advocating for services provided by various programs within the agency and performing administrative and general office functions that support achievement of agency goals and objectives.

Position Overview: Volunteer provides basic Groundskeeper duties which may include, but are not limited to: flower bed maintenance, weed reduction, fall leaf removal, and the general good order of parking lots and grounds. Groundskeeper will help to keep the MAS property maintained in a presentable and professional manner. Volunteer will work under the supervision of the MAS Customer Service Manager. Mowing and snow removal are **NOT** part of the Groundskeeper duties.

Key Responsibilities:

- Maintain flower beds
- Weed reduction
- Rake leaves
- Deep water trees at least once monthly / as needed
- Water flowers / shrubs weekly / as needed
- **Note:** lawn care is sub-contracted
- **Note:** sprinkler system is on a timer

Qualifications:

- Knowledge of annual and perennial plants
- Ability to work unsupervised
- Ability to lift, bend, carry, reach
- Ability to work comfortably in the heat of summer
- Completion of the volunteer application process at MAS
- Must be 18 years of age or older

Benefits:

- For the beautification of MAS grounds to create and maintain an environment that enhances the well-being of clients, volunteers and staff. Receive monthly newsletters
- Work within a flexible time frame that best suits your needs
- Direct supervision support will be provided prior to a job
- Participate in Missoula Aging Services meetings and events such as potlucks, breakfast gatherings and office celebrations

Commitment:

Amount of Time – once a week as needed

Time of Day – Flexible, anytime Monday through Friday, 8:00 a.m. – 5:00 p.m.

Location: Missoula Aging Services 337 Stephens Av, Missoula MT 59801

Sustained Outcome: The quality of work produced by the Groundskeeper will improve the welcoming environment we strive to create for the public at Missoula Aging Services. The Groundskeeper will work to ensure that the MAS property is maintained in a presentable and professional manner. This position will provide valued support to the agency.

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