

# Mary's Home



3657 Michigan Ave • Colorado Springs CO • 80910 • 719.301.5411

## MARY'S HOME VOLUNTEER PROPERTY TEAM MEMBER POSITION DESCRIPTION

<b>Title:</b>	Volunteer Property Team Member
<b>Accountable To:</b>	Volunteer Property Manager
<b>Status:</b>	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. Mary's Home is currently looking to build a Volunteer Property Team to ensure that the resident families and staff members have the protection that they need to thrive. 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, securing premises, helping to coordinate with outside vendors, and helping as able with plumbing, vehicle maintenance, and simple apartment repair needs.

### Responsibilities

- Work directly with the Volunteer Property Manager to carry out various tasks
- Help Volunteer Property Manager sort through maintenance requests from the property request drop box 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 control, etc.)
- Help with plumbing needs
- 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 Volunteer Property Manager during or before shifts to see if any new needs have arisen
- Communicate needs to the Volunteer 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 Volunteer Property Manager on Fridays at least twice a month

Updated April 2020

# Mary's Home



3657 Michigan Ave • Colorado Springs CO • 80910 • 719.301.5411

- Availability to assist when emergency needs come up is preferred

## Time Commitment

4 hours/week, twice per month or weekly

## Physical Requirements:

<b>Working Environment</b>	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	
<b>Office Machines</b>			
Telephone	X		
Fax	X		
Calculator	X		
Computer/Mouse/Printer		X	
Copier		X	
Dictaphone	X		
Scanner	X		
<b>Moving Heavy Items</b>			
Lifting/Lowering			X
Pushing			X
Reaching Over Shoulder		X	
Reaching Forward		X	
Carrying			X
<b>Other Requirements</b>			
Visual Acuity: Near			X
Visual Acuity: Far			X
Color Discrimination			X
Hearing			X
Speech			X
Manual Dexterity			X