

Mary's Home



3657 Michigan Ave • Colorado Springs CO • 80910 • 719.301.5411

MARY'S HOME VOLUNTEER APARTMENT FLIP TEAM MEMBER POSITION DESCRIPTION

Title: Volunteer Maintenance Team Member
Accountable To: Property Manager
Status: 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 Apartment Flip Team to ensure that the resident families have everything they need when they're ready to move in and start the program. We are looking for professional and trustworthy individuals to help carry out the weekly operations on the Mary's Home site alongside the Property Manager. Tasks include, but are not limited to, shopping for apartment items (furniture, decor, etc.) and setting up apartments so they are beautiful and welcoming when a resident moves in.

Responsibilities

- Work directly with the Property Manager to carry out various tasks
- Help the Property Manager set up the apartments for new residents
- Show up to your shift on time
- Do everything with care and safety in mind
- Help purchase items (such as furniture, decor and cleaning supplies) as needed
- Help setting up furniture
- Help setting up decorations
- Help make the apartment look beautiful and inviting for new residents
- Communicate with the Property Manager during or before shifts to see if any new needs have arisen
- Communicate needs to the 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 a sense of comfortability with setting up furniture and decorations.
- Be able to work 4 hour shifts with the Property Manager on Wednesdays.
- Availability to assist when emergency needs come up is preferred

Time Commitment

- 4 hours weekly.

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Physical Requirements:

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

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