



FRIENDS[™]
of the **FAMILY**
Take Back Tomorrow. Today.

Office Maintenance Volunteer

Location: Waterloo or Waverly Office

Reports to: Office Manager

Job Summary:

Volunteers for this position would help with maintenance upkeep at our administrative offices.

Job Description:

Provide basic maintenance for our administrative offices:

- repairs
- replace locks
- damage assessments
- mount tv's

Job Requirements:

- Ability to provide general maintenance in shelter on a scheduled basis.
- Physical Ability to stand, bend, and lift.
- Respect the confidentiality of clients receiving services through Friends of the Family
- Maintain professionalism and develop familiarity with agency policy and procedures regarding crisis intervention to exercise good judgment in various situations
- Exemplify Friends of the Family Core Values of People First, Emotional Intelligence, Equity and Inclusion, Drive Change, and Grit.
- Demonstrate support for Friends of the Family's mission of providing safe shelter, confidential services, and housing assistance to individuals in crisis.

If interested, please contact Madison Gaffney, Community Engagement Manager, at madison@fofia.org with the subject line 'Office Maintenance Volunteer'.