

# Volunteer Job Description

## Fix-It Handyperson

**Commitment:** Our ideal volunteers are able to commit to a minimum of 5-10 hours per month of on-site repair work.

### Program Description and Goals:

Safe, timely, and reliable work and communication is the goal of the Fix-It program. Most assignments involve grab bar installation, minor plumbing repair or other small household repairs as needed. This is a unique volunteer position that allows for a one on one personalized service for our clients while also allowing you the maximum flexibility in scheduling, choosing only the jobs that fit your location, time commitment and skills.

### Duties and Responsibilities

- Attend a volunteer orientation and complete volunteer paperwork prior to first appointment.
- Be familiar with and follow all procedures and rules as described in the volunteer handbook and at training and orientation
- Due to COVID, all volunteers must wear masks while volunteering. If you become ill or come into contact with someone who is ill, please let us know and **DO NOT** come to volunteer.
- Provide Feedback and ask Questions!- Cultivate staff are there to help and support you
- All volunteers who request mileage reimbursement must have a valid driver's license, a clean driving record, and a clear background check, have a vehicle liability insurance policy on file with the office, a cell phone and a vehicle that is mechanically sound.
- Provide basic handyman duties
- Provide a ready ear to listen, be a friend, show we care
- May also need to pick up supplies for clients who are unable to obtain for themselves.
- Meet requests promptly and call immediately if unable to keep an assigned request

### You will enjoy volunteering for Fix-It if You:

Like taking things apart and putting them back together again.

Are outgoing, dependable, detail-oriented and are looking for a position with a flexible schedule so you can volunteer when it is convenient for you.