



Facilities & Donations Assistant Volunteer Description

Title: Facilities Assistant (volunteer)

Department: Operations; Facilities; Programs as assigned

Reports to: Director of Programs, Facilities Manager, or assigned Program Manager

Description of Role:

The Facilities Assistant supports Arundel House of Hope by helping maintain safe, clean, and welcoming facilities for participants, staff, and volunteers. This role assists with organization, basic upkeep, and logistical support across programs and properties.

Responsibilities May Include:

- Sort, organize, and store donated items; keep storage areas clean and orderly
- Assist with maintaining facilities and properties both inside and outside, including basic cleaning, repairs, yard work, and general upkeep
- Help with pick-up and drop-off of donations, supplies, or equipment
- Support staff with setup or breakdown for program needs, as appropriate

Secondary Responsibilities:

- Report concerns, incidents, or safety issues to staff in a timely manner

Skills/Qualifications Needed:

- Ability to work independently and follow instructions

- Ability to perform light to moderate physical tasks (lifting, standing, bending)
- Respectful and professional demeanor
- Having access to a pickup truck and personal tools is helpful but not required

Desired Experience:

- Experience in facilities support, maintenance, organizing, or logistics is helpful but not required
- Lived experience relevant to homelessness or recovery is welcomed

Time Commitment:

Flexible schedule with opportunities to volunteer regularly or on an on-call/as-needed basis, depending on program needs.