



**The Haven Shelter & Services, Inc.
Volunteer Position Description**

Housekeeper

Goals: The Haven needs volunteers to provide additional support at the administrative office by performing various housekeeping tasks to provide the best possible support for all program staff.

Summary of Responsibilities*:

- Perform various light administrative and housekeeping tasks (includes but not limited to sweeping, mopping, swiffering, disinfecting surfaces in the lobby/kitchen and training room);
- Serve as a representative of The Haven at all times, adhering to organizational values and promoting inclusivity, diversity, and respect in all interactions.

Training and Support Plan:

- The Office Manager will provide office-specific training.

Reports To:

- Office Manager
- Resource Development Director

Time Commitment: three hours a week, as needed

Qualifications Needed:

- Organization skills and attention to detail;
- Ability to stand, sit, and/or bend over periods of time;
- Ability to effectively communicate verbally and in writing to engage with diverse audiences and represent The Haven professionally;
- Ability to work with diverse populations, showing respect for different backgrounds, cultures, and perspectives;
- Understanding that your day may look different day to day.

I have read the above volunteer description and I have been given the opportunity to ask any questions as necessary, and I understand the description for this position.

Signature

Date