

20th FSS CHILD DEVELOPMENT CENTER VOLUNTEER POSITION DESCRIPTION

POSITION TITLE: Child Development Maintenance/Grounds Keeper
ORGANIZATION: Child Development Center
CONTACT PERSON: Yulanda Richardson
PHONE: 895-2247
WORK LOCATION: Building # 2449
HOURS NEEDED: Flexible
DAYS NEEDED: Monday – Friday
START DATE: ASAP

VOLUNTEER DUTIES:

1. Cleaning debris from playgrounds and outdoor common areas
2. Tilling sand in fall zones
3. pick up and removal of debris (sticks, rocks, sand, acorns, limbs)
4. Sweeping sand from exit areas
5. Removing debris from drive way
6. Minor indoor repairs
7. Hanging pictures
8. Anchoring wall décor
9. Changing light bulbs
10. Cleaning fish tanks (occasionally)

SPECIAL REQUIREMENTS:

1. Ability to work with hand tools, leaf blowers, rakes tiller, shovels, brooms.
2. Complete a security background check and be able to certify statement of conviction and shot record

ADVANTAGES FOR VOLUNTEERS WORKING IN YOUR ORGANIZATION

1. Obtain a variety of skills to put on a resume
2. Meet all kinds of new and interesting people

TRAINING:

1. One-on-one instruction from Staff members in accordance with Air Force child development center guidelines

Signature of "Volunteer

Date

Signature of Volunteer Supervisor

Date