



Human Services Programs
of Carroll County, Inc.

Position Title: Shelter Support Volunteer-General Handyman

Position Description: HSP seeks an experienced general handyman to assist shelter and operations staff in the maintenance of the organization's buildings and grounds. The volunteer will perform a variety of indoor and outdoor odd jobs in accordance with current program needs.

Supervisor: Joanna Waters **Supervisor Phone #:**410-386-6659

Responsibilities:

- Document work hours in volunteer sign in book
- Work effectively in conjunction with operations staff and designated site supervisor
- Perform manual labor tasks including, but not limited to: painting, gardening, groundskeeping, light building maintenance and repairs, carpentry, gutter cleaning, powerwashing, tree work, basic plumbing, floor and carpet installation, etc.
- Communicate with supervisor regarding availability and level of comfort performing individual jobs
- Identify need for major repairs and report approximate cost to supervisor
- Other duties as assigned

Qualifications:

- Able to furnish work history and professional references upon request
- Demonstrable experience in the proper use of hardware tools and equipment
- Minimum of two years experience in a relevant professional role
- Keen attention to detail and excellent organizational/ problem solving skills
- Must be 18 years of age or older
- High School diploma or equivalent
- A high degree of stamina and capacity for physical mobility
- Excellent verbal and written communication skills
- Able to maintain resident confidentiality at all times

Hours: Flexible daytime hours available Monday-Sunday. Consult with supervisor for specific hours.

Compensation: This is an unpaid volunteer opportunity. The organization will bear the cost of supplies and equipment.

Work Location: HSP owns a number of properties in the city of Westminster, MD. These locations are not accessible by public transit. Volunteers must have access to reliable transportation. Work location may vary by assignment.

Contact: volunteers@hspinc.org