



Human Services Programs
of Carroll County, Inc.

Position Title: Shelter Support Volunteer-Housekeeping

Position Description: HSP seeks a service oriented volunteer or group to assist shelter staff in maintaining a clean and orderly environment for shelter guests and residents. The volunteer will ensure shelter residents and guests enjoy maximum comfort for the duration of their stay.

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

Responsibilities:

- Assist in the washing and drying of resident clothing and bedding
- Assist in resident transition (packing, moving boxes) and prepare room for next occupant
- Sanitize bedding and stack mats (if applicable)
- Process donated clothing and goods and organize storage areas.
- Clean and sanitize floors and tabletops
- Immediately notify supervisor in the event of an accident or emergency
- Document work hours in volunteer sign in book

Qualifications:

- Must be 18 years of age or older
- Comfortable working with at risk and diverse populations
- Knowledge of the proper handling of laundry detergent and cleaning solutions
- Able to effectively utilize washing and drying machines
- Able to lift up to 25 lbs unassisted
- Willing to undergo criminal background check
- Able to maintain client confidentiality at all times

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

Compensation: This is an unpaid volunteer opportunity.

Work Location: HSP operates five shelters in the city of Westminster, MD. These locations are not accessible by public transit. Volunteers must have access to reliable transportation.

Contact: volunteers@hspinc.org