

**GRASSLANDS HOMELESS SHELTER – MAINTENANCE ASSISTANT****Grasslands Homeless Shelter**

The Grasslands Homeless Shelter is a 149-bed capacity transitional residence providing comprehensive services to homeless adults and childless couples. The Grasslands program is the largest homeless shelter in Westchester County.

**Volunteer Position Title:** Maintenance Assistance

**Contact:** JonMarie Fisher, (914) 231-4200

**Purpose of Job:** To assist the maintenance department in the daily tasks.

**Commitment Required:** A minimum commitment of 2 hours per week. Volunteer opportunities will be available Monday – Friday from 8:00a.m. – 4:00p.m. There are no weekend opportunities for this position.

**Duties May Include But Are Not Limited To:**

- Mopping.
- Sweeping.
- Painting.
- General repairs and upkeep.

**Qualifications Needed:**

- Must be organized and able to give instructions.
- Must be 18 years or older.
- Must be reliable, responsible.
- Must be flexible and able to adapt to changing situations.

**Training/Orientation Provided:**

Training includes a program tour and introduction to Volunteers of America.

**Location of Job:** Westchester County Medical Grounds – 25 Operations Drive Valhalla, New York 10595 – Located next to the Children’s Hospital of Westchester.

**Volunteer Benefits:**

- The knowledge that your work makes a difference.
- Subscription to *Everyday Miracles*, Volunteers of America’s bi-annual newsletter.
- Invitations to volunteer appreciation events.
- Letter of recommendation.