



MAINTENANCE VOLUNTEER Position Description

IMMEDIATE SUPERVISOR: Volunteer Manager
STATUS: Volunteer
HOURS: Flexible

OVERVIEW: The Maintenance Volunteer assists with and carries out maintenance and minor repairs of the HTC property, furnishings, and equipment. This position is perfect for someone with “handyman” experience who enjoys solving problems, working with a variety of personalities, and who is detail oriented.

KEY RESPONSIBILITIES - Other duties may be assigned:

- **General Repair:** Conduct minor repairs around the facility, including:
 - Plumbing leaks, toilet/urinal repairs
 - Electrical outlets and switches
 - Painting touch-ups
 - Minor carpentry tasks (e.g. hanging items on walls, assembling shelves, etc.)
- **Maintenance:** Conduct routine maintenance tasks such as:
 - Changing light bulbs
 - Replacing HVAC filters
 - General upkeep of HTC facilities
 - Select appropriate equipment items for local children in need based on information provided by partner agencies
- **Special Projects:** Assist with larger projects as needed, such as:
 - Provide recommendations for more complex repairs that may require professional attention
 - Landscaping
 - Other tasks that benefit the organization’s mission
- **Safety**
 - Adhere to all safety regulations and use appropriate personal protective equipment
 - Maintain a safe working environment

REQUIRED SKILLS

- Basic knowledge and experience in carpentry, plumbing, electrical, and/or general maintenance
- Ability to use hand and power tools safely and effectively
- Passion for enriching the lives of children in need
- Ability to work with wide variety of people in a positive manner
- Reliable transportation to facility during open hours

VOLUNTEERING AT HTC

- Flexible hours that meet your schedule
- Casual environment that encourages fun and laughter
- Regular luncheons & weekly homemade baked goods
- Discount at on-site thrift store, Shop Hannah’s

ADDITIONAL INFORMATION: This is a part-time position. HTC is located at 2490 Technical Dr, Miamisburg, OH 45342 and is an Equal Opportunity Employer.

TO INQUIRE: Contact Heather Taynor at volunteer@htcdayton.org 937-438-5039