20th FSS CHILD DEVELOPMENT CENTER VOLUNTEER POSITION DESCRIPTION

Child Development Center

Child Development Maintenance/Grounds Keeper

POSITION TITLE:

ORGANIZATION:

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 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 Updated January 2012