

Volunteer Job description

Duties and responsibilities

While we do not expect all volunteers to be comfortable doing all the assignments that are available to them we do want you to know what tasks are acceptable for volunteers to perform. Below is a list of daily chores that are performed at the House. It is quite common for volunteers to choose 2 or 3 things that they enjoy and to make them their personal tasks to perform when they are at the House. Once you have chosen your favorites we will depend on you to perform these tasks.

House Ambassador

Clean laundry room

Daily Chores

Bring soda upstairs to refill the volunteer refrigerator

Take care of Pop Tabs

Check and straighten playroom

Check coffee make more if needed

Dust common areas

Wipe appliances in kitchen

Bring paper supplies up from pantry

Clean hanging lights in kitchen

Sweep front porch

Dust mop kitchen floors

Straighten living room and lobby, dispose of old newspapers and magazines

Clean all kitchen counter tops

Water flowers outside in summer

Empty dishwasher

Empty trash

Wash place mats, wipe and dry tables

Fold Laundry

Wash windows

Assist manager on duty with getting a guest room ready for next occupant

Check supply closets on both floors and restock

Sweep gazebo, empty trash

Assist with laundry of bathmats and kitchen towels

Check linen closet on both floors and restock

Lobby Ambassador

Answer phones

Give tours of the House when requested

Help with office work as needed

Arrange transportation for guest to and from all area Hospitals

Dinner on the House

Individuals and/or groups are welcome to participate in the Dinner on the House program. Dinner on the House includes all area of the Kitchen. You may choose to cook a meal or bake desserts for the families. All meals and baking must be done on the premises. This program does not have to be an evening meal only. One of the most popular meals enjoyed by our families is breakfast. The meals prepared for our families provide a comfort that cannot be matched by a hospital cafeteria. Criteria for this program is attached.

Task Specific Duties

Several jobs at the House are done randomly and/or as needed. Volunteers are used for these assignments based on their personal interest and the physical capabilities

Cleaning attic

Moving furniture

Inventory of pantry and storage area's

Decorating for Holidays

Organizing storage areas

Painting

Yard work (pulling weeds and planting)

Sanitizing public areas

As a volunteer keep in mind we are a fourteen bedroom house similar to your personal home; maintaining the cleanliness of the House is for financial reasons a primary duty of volunteers. Not like your personal home though is the fact that we have to remember there are several families using this house at one time. And as we would wish that all guests maintain their personal hygiene to accepted standards we know that everyone is different. What you might perceive as clean is not necessarily what someone else might consider clean. The house provides disposable gloves for your use at all times and we ask you to use them when you perform task around the house. At no time would we ask a volunteer to clean private or public restrooms .