

Project Safe
Lawn Care and General Maintenance Job Description

Thank you for taking the time to volunteer your time and help the community!

Prior to coming on site, you will be asked to sign a confidentiality agreement and pass a background check. This ensures that Project Safe is able to maintain the safety and privacy of victims of domestic violence.

We are looking for volunteers who have previous experience doing basic lawn care (ie: mowing the lawn, using pruners, weedwhacker, etc), and/or general maintenance such as minor house repairs, cleaning, and assembling or breaking down furniture. For this role, we ask that you dedicate at least a year to volunteering in this capacity. Due to the confidentiality of our location and clients, we limit who knows where the shelter is and will not accept volunteers who are only able to commit to a few months - we have different opportunities to meet that need!

Some tasks we need help with include:

- Basic lawn care/landscape maintenance - frequency determined by season (cutting grass, trimming weeds and bushes, applying ant killer when needed)
- Maintain cleanliness and organization of storage shed (good luck with that—but we’re trying)
- Minor repairs and facility maintenance (ex: touching up paint, troubleshooting a leaky faucet or running toilet, getting the ceiling fan to stop shaking, replacing those pesky mini blinds, replacing trim wood after a puppy has used it as a teething toy)
- All equipment and supplies will be provided

What you should already know:

- How to work independently
- Patience and Flexibility. Let’s be honest, weather and equipment can be unpredictable, so be ready to adapt in a moment’s notice!

What we will teach you:

- What services Project Safe provides to our community and what those advocacy roles look like
- Domestic violence shelter procedures related to shelter maintenance
- How to use well-loved lawn-care equipment
- How to recognize signs of domestic violence in your personal life and how to refer others to us

A few reminders:

- Always sign in and out.
- Please turn off cell phone location while on-site.
- Remember to be respectful of the residents’ privacy and space. A staff person will accompany you to client living spaces.
- There is no smoking allowed inside the shelter. Please limit “smoke breaks” while volunteering.
- If you need to eat while at the shelter, let a staff member know and we can direct you to the break room.
- If at any time you are unsure of what to do, ask for help!

*I have read, understood, and **been shown** the tasks expected of me as a lawncare and maintenance volunteer. I affirm that I am able and willing to complete these tasks under the supervision of Project Safe staff.*

Name: _____ Signature: _____ Date: _____

THANK YOU FOR DONATING YOUR TIME AT PROJECT SAFE!