



Girl Scouts.

## Girl Scouts of North East Ohio Volunteer Position Description

### Volunteer Maintenance Aide

#### Summary:

The Volunteer assists in the routine upkeep and maintenance for properties, facilities and equipment owned by Girl Scouts of North East Ohio.

#### Reports to:

Camp Manager

#### Responsibilities:

- Observes to identify and correct minor maintenance problems at volunteer location(s); brings to the attention of the Camp Manager any potential major problems.
- Maintains grounds including cleaning and removing litter; snow removal from walks and driveways; planting grass and other landscaping; mowing; cleaning drainage ditches and culverts and other duties related to grounds maintenance.
- Performs minor repairs and maintenance on equipment and tools.
- Builds and/or repairs gates, structures, furnishings, both indoors and outdoors.
- Performs general cleaning of cabins and/or other buildings; table and chair setups.
- Contributes to routine maintenance providing a well-maintained, safe environment.
- May assist Camp Managers in the day to day property operations of camp facilities.
- Apply for and maintain membership in Girl Scouts of the USA (GSUSA)

#### Physical Aspects:

While performing the duties of this job, the volunteer is subject to activities which occur inside and/or outside. The individual is regularly required to talk, walk and perform physical task related to property maintenance and repair. The individual must occasionally lift and/or move up to 100 pounds; drive a car.

By signing below I acknowledge that the above referenced position is voluntary and that I am able to perform the responsibilities and physical aspects as described.

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Printed Name

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Date

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Signature