



## VOLUNTEER HANDYPERSON

**GOAL:** Assist clients with household maintenance tasks that will help them live safely and comfortably at home. Client assistance will be requested through the office and volunteers will be contacted with requests that fit their availability, skills and geographic preference. Chores may include tasks such as changing lightbulbs and smoke detector batteries, hanging/removing holiday décor or pictures, interior or exterior painting, and more.

### **Duties and Responsibilities:**

- Contact the client within three days of agreeing to the request to set up a schedule for work completion.
- Complete assigned chores thoroughly and promptly. Alert Operations Manager if there are concerns about your ability to complete a chore for any reason.
- Report any concerns about client's health and safety to Operations Manager.
- Complete documentation and submit job forms on a timely basis.
- Read volunteer e-newsletter and email updates to keep up on current news.
- Adhere to Help At Your Door policies regarding appropriate boundaries and activities.
- Provide a minimum of two weeks' notice before ending the volunteer role.

### **Requirements:**

- Completion of volunteer application, criminal background check and personal references.
- Completion of in-person interview with Volunteer Manager.
- Commitment to providing assistance with at least two chores monthly for a minimum of six months.
- Ability to listen and relate to older people in a warm, friendly and non-judgmental manner.
- Punctuality and the ability to work cooperatively with others.
- Interest in Help At Your Door's mission of helping seniors and individuals with disabilities remain at home.
- Volunteers must be at least 18 years of age.

**Reports To:** Operations Manager

**For More Information Contact:**

Help At Your Door

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