



## Facilities Volunteer

### Location:

Oakland  
Richmond  
Concord

## Position Title: Facilities & Maintenance Volunteer

**Supports:** Facilities

**Position Summary:** The Facilities Volunteer will perform light maintenance tasks and other work-related duties as assigned. This person will be supervised by the Facilities Coordinator.

### Essential Responsibilities:

Tasks will include but not limited to:

- Maintaining cleanliness of outdoor planters
- Watering of indoor plants every other week
- Inventory and refill copy paper
- Inventory and restock janitorial and breakroom supplies
- Preventative maintenance and similar activities to maintain clean, safe, inviting facilities
- Perform handyman tasks such as replace light bulbs, assemble or disassemble small fixtures, etc.

### Requirements:

- Must complete a LiveScan background check paid for by Catholic Charities
- Must complete and online training in recognizing and reporting abuse
- Must volunteer at least 6-8 hours per week for 4 months
- Must have a valid Driver's License
- Can carry/lift up to 20 lbs. of materials
- Ability to walk or stand for periods of time in performing duties

### Agency Culture:

Catholic Charities East Bay provides innovative solutions to help people who struggle with poverty and other complex issues. We work with youth, children, and families to promote self-sufficiency, strengthen families and pursue safety and justice. Help is offered through counseling, case management, financial support when facing a housing crisis, and more. We serve and work in partnership with all and celebrate the diversity of our community, including people of all backgrounds, regardless of race, ethnicity, gender identity, sexual orientation, and religious or spiritual affiliation or belief.