

Volunteer Position Description

Facilities and Maintenance Volunteer

<i>Nothing in this position description restricts management's right to assign or reassign duties and responsibilities to this position at any time.</i>	
Work Location	12526 County Road 3806, Murchison, TX 75778
Position Grade	3 ; background check includes Criminal Background, Social Security Number Verification, and Sex Offender Registry
Purpose of the Position	Assist with general maintenance and repair of the ranch.
Volunteer Responsibilities	<ul style="list-style-type: none"> • Perform maintenance, construction and repair on animal enclosures, fences and buildings • Installation, maintain and repair equipment • Assist with pasture/landscape management, including mowing, weed eating, and raking • Assist with painting, power washing, building projects, cleaning and related work
Level of Difficulty 1=easy/5=demanding (physical, mental, emotional)	<ul style="list-style-type: none"> • Physical difficulty is level 4; requires rigorous activities for the bulk of the shift including bending, digging, lifting and working outside; much of the work requires a high level of physical strength and high levels of mobility • Mental difficulty is level 2; proficiency in basic construction and property maintenance is required; requires training and following rules and procedures • Emotional difficulty is level 1; role doesn't involve emotionally-charged issues or situations
Expected Environmental Conditions	All of the work is performed outdoors in all weather conditions which can include extreme heat. Knowledge of any allergies to wild plants is important.
How Often Volunteers Work On-site	All work is performed on site
Orientation/Training	Orientation includes the following: overview and brief walking tour of the ranch, description of rules, and overview of volunteer opportunities. Volunteers will be trained on the particular aspects and tasks required for their role.
Learning Opportunities	<ul style="list-style-type: none"> • Practice and strengthen construction and maintenance skills • Knowledge of CABBR/DDEC and how the program area fits into the larger picture of animal protection • Knowledge of animals' habitats • Exposure to the operations and management of an animal care center
Position Start Date	Ongoing
Initial Minimum Commitment	At least four, 4-hour shifts the first six weeks; continuing volunteers commit to at least one, 4-hour shift each month
Scheduling Guidelines	Two shifts available: 7:00 a.m.-11:00 a.m. and 12:00 p.m.-4:00 p.m.
Qualifications/Requirements for Volunteer Applicants	<ul style="list-style-type: none"> • Proficiency in basic construction and property maintenance • Able to use standard maintenance equipment such as shovels and hammers

	<ul style="list-style-type: none"> • Able to meet the requirements outlined in the Essential Capabilities document with or without reasonable accommodation • Able to work independently, as well as on a team, and use good judgment • Able to learn and demonstrate a familiarity with CABBR's and DDEC's programs • Able to understand The HSUS's policies and positions regarding animal protection issues and able and willing to appropriately and accurately represent those policies when interacting with the public or otherwise representing The HSUS
Restrictions	<ul style="list-style-type: none"> • Volunteers under 18 must have permission from a parent or guardian to participate in our program. Teens 16-17 may work independently after attending the orientation with their parent or guardian. Teens 12-15 can volunteer with a parent or guardian as their partner at all times. • Must have reliable transportation and arrive on time for shifts • Must wear closed-toed shoes • Must learn and follow all guidelines and policies of The HSUS and CABBR/DDEC, and follow directions given by staff • Must submit the required paperwork and pass a background check before being assigned • Should have access to a computer and ability to login into an online volunteer communication site to receive updates, as well as a phone for easy communication • Current tetanus inoculation required
Tools/Equipment Provided (including Personal Protective Equipment)	All tools and supplies needed for the work. Gloves, ear protection, face mask, and eye protection/safety glasses are also provided.
Optional Tools/Equipment	n/a
Supervisor(s)	Facilities Team Lead, Cleveland Amory Black Beauty Ranch:
Number of Concurrent Volunteer Openings	Three individuals per shift
Additional Information	
Updated	01.15.2015