

### Groundskeeping/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>	
<b>Work Location</b>	1515 Shady Oaks Lane, Oakland, OR 97462
<b>Position Grade</b>	<b>3</b> ; background check includes Criminal Background, Social Security Number Verification and Sex Offender Registry
<b>Purpose of the Position</b>	Assist with general maintenance of the sanctuary, equipment and grounds
<b>Volunteer Responsibilities</b>	<ul style="list-style-type: none"> <li>• Maintain grounds, memorial and other garden areas by mowing, weeding, clearing brush from pastures and/or fence lines</li> <li>• Assist with general maintenance of sanctuary and equipment including operation of lawnmowers, chainsaws, pressure washers, and other power tools</li> <li>• Assist with preparing landscaping displays for special events</li> <li>• May be required to operate utility vehicles on property</li> </ul>
<b>Level of Difficulty</b> <b>1=easy/5=demanding</b> <small>(physical, mental, emotional)</small>	<ul style="list-style-type: none"> <li>• Physical difficulty is level 4; requires rigorous activities for the bulk of the shift including bending, digging, lifting and working outside</li> <li>• Mental difficulty is level 2; requires training and following rules and procedures</li> <li>• Emotional difficulty is level 1; role doesn't involve emotionally-charged issues or situations</li> </ul>
<b>Expected Environmental Conditions</b>	All of the work is performed outdoors in all weather conditions which can include extreme heat. (There is access to air conditioning/heat, restrooms, a kitchen, break room and drinking water as needed.)
<b>How Often Volunteers Work On-site</b>	All work is performed on site
<b>Orientation/Training</b>	Orientation includes the following: history and tour of Duchess, description of rules, overview of programs and volunteer opportunities. Volunteers should attend the orientation wearing closed-toed shoes. Volunteers will be trained on the particular aspects of their role.
<b>Learning Opportunities</b>	<ul style="list-style-type: none"> <li>• Knowledge of Duchess and how the program area fits into the larger picture of animal protection</li> <li>• Knowledge of plant species and care</li> <li>• Knowledge of gardening techniques and how to use gardening tools</li> <li>• Learn about sanctuary management</li> </ul>
<b>Position Start Date</b>	Ongoing
<b>Initial Minimum Commitment</b>	Scheduling and length of service are fairly flexible; however, there is an expectation that people fulfill an initial commitment of 50 service hours with no less than 8 hours per month.
<b>Scheduling Guidelines</b>	Shifts are a minimum of 2 hours in length between the hours of 7 am and 4 pm, from March through October.
<b>Qualifications/Requirements for Volunteer Applicants</b>	<ul style="list-style-type: none"> <li>• Able to use standard gardening equipment such as mowers, pruning shears, shovels, clippers, etc.</li> </ul>

	<ul style="list-style-type: none"> <li>• Able to meet the requirements outlined in the Essential Capabilities document with or without reasonable accommodation</li> <li>• Able to learn and demonstrate a familiarity with Duchess' programs</li> <li>• 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</li> <li>• Knowledge of and/or experience with equines preferred</li> </ul>
<b>Restrictions</b>	<ul style="list-style-type: none"> <li>• Volunteers under 18 must have permission from a parent or guardian to participate in our program and may not operate the chainsaw. 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.</li> <li>• Must have reliable transportation and arrive on time for shifts</li> <li>• Must wear closed-toed shoes</li> <li>• Must learn and follow all guidelines and policies of The HSUS and Duchess, and follow directions given by staff</li> <li>• Must submit the required paperwork and pass a background check before being assigned</li> <li>• Should have access to a computer and ability to login into an online volunteer communication site to receive updates</li> <li>• Current tetanus inoculation recommended</li> </ul>
<b>Tools/Equipment Provided (including Personal Protective Equipment)</b>	Gloves, hearing and eye protection; all tools needed to perform work
<b>Optional Tools/Equipment</b>	n/a
<b>Supervisor(s)</b>	Director of Operations, Duchess Sanctuary
<b>Number of Concurrent Volunteer Openings</b>	7 (1 per day); individuals or teen-parent teams
<b>Additional Information</b>	Duchess cannot accommodate court-mandated community service.
<b>Updated</b>	5.15.2015