

# HEARTS & HORSES

*Therapeutic Riding Center*



*est. 1997*

## Job Description

**POSITION TITLE:** Maintenance and Landscaping Volunteer

**REPORTS TO:** Volunteer Manager and Facilities Director

**CURRENT AS OF:** February 2020

**POSITION SUMMARY:** Assist Hearts & Horses with maintenance-related tasks that need to be completed around the facility, including but not limited to painting, working with tools, repairing wooden and metal fences, weeding, watering and planting, as well as trail, building and grounds maintenance.

### JOB DUTIES

- Assist maintenance staff with various routine day-to-day maintenance projects and special one-time projects.
- Monitor and maintain facilities and property with safety as the highest priority.
- Provide general assistance to Facilities Director.
- Follow all staff directions.
- Ensures compliance with all Hearts & Horses policies.
- Work as a team with staff and volunteers.

### QUALIFICATIONS

- **Time Commitment:** Be able to commit consistently to at least one shift a week of at least 1 hour a shift.
- Previous experience with general maintenance tasks & small tools.
- Capable of safely performing all tasks assigned without continual supervision.
- Able to frequently sit, stand, walk, bend and lift up to 50 pounds.
- Able and willing to perform job duties under extreme weather conditions.

The above statements are intended to describe the general nature and level of work being performed and are not intended to be an exhaustive list of all responsibilities, duties and/or skills that may be required. Hearts & Horses holds the right to terminate volunteers if not meeting requirements and responsibilities set forth in this job description, or if a volunteer violates the volunteer policies or code of ethics.