



ICS Volunteer Job Description Repair Person for ICS Central Office

Job Title: Repair Person for ICS Central Office

Program: General Administration Department

Job Description:

Travel and assist with small repairs and services regarding office facilities at the Central Office location and occasionally at East Office location. Report to the Front Office Coordinator in the General Administration Department. Interface with office staff as needed while providing services. Volunteers embody ICS values of Respect, Integrity, Compassion, Collaboration and Innovation.

Job Details:

- Assess project to determine whether repair can be accomplished by volunteers, or if the project requires a larger service repair with a professional
- Hang shelving, mount décor, cork boards, white boards, etc. on the wall
- Assist and assess electrical needs
- Assist and assess plumbing needs
- Minor carpet repair/replacement of problem spots

Volunteer Qualifications:

- Willingness to Travel to specified office locations
- Repair experience in some or all areas below is preferred but not limited to:
 - Electrical
 - Kitchen sink and bathroom plumbing
 - Flooring
 - Wall mounting, dry wall, and painting
 - Furniture assembly or repair
 - Garage door maintenance at eastside office
- Other general & repair maintenance skill sets not listed here are also welcome

Location: Central Office, 122 N. Craycroft Rd. and occasionally at East Office, 8701 E. Old Spanish Trail.

Time Commitment: Contact as needed for services – infrequent.