



## **POSITION DESCRIPTION**

**POSITION TITLE:** Facilities and Maintenance Assistant

**PROGRAM:** Various

**RESPONSIBLE TO:** Facilities and Capital Projects Manager

**POSITION SUMMARY:** Each Lydia Place campus offers outdoor living, play space, and gardens for clients and children to enjoy. Because of the help of individual volunteers and group work projects, our campuses and facilities are safe and enriching environments for our families to flourish in. Support Lydia Place by performing light maintenance tasks to keep our facilities safe and operational.

### **EXPECTATIONS AND COMMITMENT:**

- Availability for 3-4 hours a week, with the willingness to be flexible due to Lydia Place needs.
- Minimum 6 month commitment.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Short list of maintenance needs on an on-going basis.
- Sample list includes: Baby-gate installation/ fix, tub and drains, closet rods, screen doors, bed-rails, etc.

### **DESIRABLE SKILLS:**

- Light maintenance skills
- References required
- Flexibility
- Ability to take direction
- Ability to work independently

### **BENEFITS:**

- Gain excellent experience to expand resume
- Letters of recommendation can be provided after minimum 4 month commitment
- Feel good knowing you helped create a safe space for our clients