

HEARTH
Volunteer Position Description

Title: Apartment Transition Volunteer

Objective: To prepare apartments for incoming families. Generally completed in teams of two.

Major Responsibilities:

1. Complete exit inspection for outgoing program participant by doing an inventory of the contents of the apartment.
2. Complete a new inventory of the apartment for the incoming program participant after restocking any missing or damaged items.
3. Perform necessary cleaning tasks including (but not limited to):
 - a. Removing broken and worn-out items and expired or open food containers
 - b. Washing dishes, linens, and towels (either at HEARTH or at home)
 - c. Removing all garbage
 - d. Wiping surfaces
 - e. Vacuuming
4. Make the apartment a "home" by:
 - a. Making the beds
 - b. Stocking kitchen cabinets with 2 or 3 bags of food
 - c. Stocking household items such as sandwich bags and paper towels
 - d. Appropriately arranging the furniture in and adding décor to the apartment
 - e. Preparing a "welcome basket"
5. Maintain the confidentiality of the residents of Benedictine Place.

Qualifications:

1. Good housekeeping and organizational skills
2. Dependable, reliable, and responsible
3. Physical ability to frequently climb one flight of stairs

Training:

1. Interview with Volunteer Manager (VM) and general orientation to HEARTH and the Benedictine Place program (half-hour to an hour).
2. Orientation to position, including a tour of our storage areas and an apartment (one hour).
3. During the first apartment transition, the DC will be available to answer any questions.

Time

Commitment: Varies by apartment, but a general estimate of five to eight hours per apartment. Volunteers contacted when an apartment becomes empty and scheduled only if available within the next few days, as transitions must be done quickly. Teams generally transition 2 or 3 apartments per year.

Supervision: General supervision by the HEARTH Volunteer Manager (VM). Direct supervision by the Donations Coordinator (DC) or Resident Manager.

Evaluation: General feedback after first apartment completed. Volunteers then evaluated yearly.

To volunteer, contact:

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Volunteer's Signature

Date