



Volunteer Position: Housekeeping Team Member

Organizational Relationships:

- Directly reports to Summer Staff Housekeeping Team
- Indirectly reports to Program Director / Program Coordinator

Position Overview:

The Volunteer Housekeeping Team Member is responsible for assisting in all regular housekeeping duties. The Housekeeping Team accomplishes this by performing a regular cleaning schedule and restocking supplies as needed.

Volunteer Tasks:

- Complete daily and weekly housekeeping rounds for all areas employed for summer programming.
- Refill housekeeping supplies as needed and notify staff when supplies are low.
- Communicate maintenance needs to the Housekeeping Coordinator.
- Assist with other volunteer projects as time allows.
- All other duties as needed.

Desired Knowledge, Skill, and Ability:

- Ability to efficiently perform housekeeping duties for a prolonged duration of time
- Ability to effectively manage time to meet daily and weekly housekeeping deadlines