

Position Title: General Facilities Helper

Supervisor: Janet Quiroga, Hotline Manager. Call at 425.252.6081 or email janet@victimsupportservices.org

How to Apply (Two options): Contact Janet for more information on our current needs receive a Victim Support Services application via email or visit our website at <https://victimsupportservices.org/volunteer/volunteer-opportunities/> to download the application.

Applicant Type: Adults, individuals, students. If under the age of 18, must be accompanied by an adult (does not have to be the parent or guardian, another volunteer, staff or board member may accompany the minor).

Description: The General Facilities Helper contributes in a variety of ways dependent upon the needs of VSS. Facility needs include but are not limited to painting, general maintenance inside and outside the building and more.

Location and Time Commitment: Our VSS Administration Office is located in Everett, WA and we have satellite offices in Oak Harbor, Sedro Woolley, and Seattle. Time commitment is flexible dependent upon the need and the volunteer's schedule.

Minimum Requirements: Must submit a basic application, criminal background check and maintain strict standards of confidentiality.

Volunteer Benefits: Volunteering with us brings a range of benefits including giving back to your community, the opportunity to meet new people, helps fulfill graduation requirements if you are a senior in high school, beneficial to college applications, references and proof of hours available.

Community Needs Met: Our volunteers make a huge difference to the work that we do and the experience of volunteering is also incredibly rewarding. Help maintain our administration office in order for staff to keep their focus on providing services to those hurt or harmed by crime.

Position Description Agreement (for use upon volunteer or intern placement):

I have fully read and understand this position description, and I agree to adhere to the parameters of this voluntary role as stated above.

Applicant Signature: _____ Date: _____