



Position: Facilities Assistant
Classification: Volunteer
Supervised By: Housing Program Staff

Home Start is a non-profit social services agency located in San Diego, California. We are committed to a community-based collaborative effort to reach children and families at risk in order to prevent child abuse and neglect. Our dedicated staff work on the front lines each day in the battle to keep children safe and help them thrive.

Home Start is seeking an organized, dependable volunteer to help identify, coordinate and track property repair and improvement opportunities for vendors and groups (e.g. painting, gardening). This position is a great opportunity for someone interested in building restoration or similar outdoor work that wants to support Home Start's mission to prevent child abuse and neglect. *Knowledge / interest in home improvement is preferred.*

Duties and Responsibilities

- Help identify repair projects across Home Start Housing Program properties.
- Design project parameters and identify associated vendor, project materials / tools required.
- Assist with project scheduling.
- Communicate project updates to staff, supervisors, partners, and volunteers in a timely and professional manner.
- Maintain updated database of repair needs and completed projects.
- Performs other duties as assigned.

Required Skills/Abilities

- Flexible and creative problem solving.
- Excellent verbal and written communication skills.
- Excellent interpersonal skills with the ability to communicate with tact, professionalism, and diplomacy.
- Excellent organizational skills and attention to detail.
- Proficient with Microsoft Office Suite.
- Must have a valid Driver's license and reliable transportation.

Education and Experience:

- Prior related office experience preferred.
- Experience with home repairs helpful.

Physical Demands

- Must be comfortable working outside.
- Must be able to lift up to 30 pounds at times.

Home Start, Inc. is an equal opportunity employer and does not discriminate in the hiring of personnel because of gender, race, color, religion, creed, national origin, ancestry, citizenship pregnancy, age, marital status, sexual orientation, medical condition, genetic information, gender identity or gender expression, physical or mental disability, military or veteran status or any other consideration made unlawful by federal, state, or local law.