

# VOLUNTEER POSITION DESCRIPTION

## Skilled Laborer

*Reports to Program Manager and/or Executive Director*



**Position purpose:** To maintain the physical integrity, safety, and function of our 1902 Victorian building, used as a drop-in center for Seattle-area LGBTQ youth.

### Duties and responsibilities:

- Assist in identifying needs within assigned facilities areas
- Maintain consistent communication regarding new and ongoing projects with Lambert House staff
- Coordinate acquisition of materials and equipment with Lambert House staff
- Ability to maintain a timeline and stick to project deadlines, including communicating with staff about the order in which projects need to be addressed

### Skills:

- Should possess skills in one or more of the following areas:
  - Electrical
  - Plumbing
  - Carpentry
  - Drywall
  - Painting
  - Grounds

### Working conditions:

This position may require you to work outdoors and/or indoors in small, dusty, and damp spaces

### Qualifications:

- Interested in the welfare of LGBTQ youth
- Ability to transport materials and equipment is highly desired
- Possession of some tools and equipment is helpful
- Licensed, bonded, and insured when required by law
- This position may include youth mentorship, so some experience in leadership or working with youth may be helpful; additional training is required when volunteers work directly with youth.

### Physical requirements:

While performing the duties of this position, the volunteer is regularly required to sit, use hands, reach with hands and arms, talk, see, and hear. The volunteer is also required to regularly push, pull and lift objects weighing 20–50 pounds unassisted, and to climb stairs or ladders 5–15 times per day. The volunteer is frequently required to stand and walk. Lambert House is a smoke, alcohol, and drug-free space; no smoking by adults is allowed anywhere on the premises

### Time commitment:

Minimum commitment to position: 1 year  
Schedule and hours to be coordinated with staff, dependent upon projects and your availability

Not only could you bring existing skills to your volunteer time at Lambert House, volunteering with us can also provide you with the satisfaction that you are making a difference in the lives of LGBTQ youth.