



Mission: *Promote and defend the right to life of all innocent human beings, from the time of fertilization until natural death.*

Vision: *We strive to create a culture where every child is welcomed into the world and protected by law; where every pregnant mother receives the help she needs to face an unplanned pregnancy; and where every terminally-ill person has access to decent pain relief and is protected from being killed by euthanasia and assisted suicide.*

Volunteer Housekeeping

Position Title: Volunteer Housekeeping

Job Status: Volunteer 1-3 hours every two weeks or 2-6 hours per month

Department: Miami County Center for Life

Reports to: Office Manager

Performs housekeeping work in Center for Life office.

Responsibilities

- Sweeps, vacuums, mops, and scrubs floors. Uses vacuum cleaner.
- Sometimes using ladders, dusts walls, cleans ceilings and dusts and polishes light fixtures.
- Dust and wash blinds.
- Moves cabinets, boxes, furniture, and equipment to clean areas.
- Cleans bathroom.
- May remove stains from such surfaces as rugs, drapes, walls, and floors using chemicals and cleaning solutions.
- May also perform other incidental seasonal tasks.
- No direct contact with clients.

Qualifications

- H.S. diploma or G.E.D. certificate.
- Must be detail-oriented.
- Must be able to lift 40 pounds

MCRTL Expectations

- Adhere to MCRTL Policy and Procedures.
- Maintain and protect strict confidentiality.
- Demonstrate flexible and efficient time management and ability to prioritize workload.
- Strong personal motivation, initiative, sense of responsibility.
- Strong sense of purpose for Miami County Right to Life's mission and vision.

I hereby acknowledge that I have read my volunteer job description, and I am capable of and qualified for all of the functions listed.

Signature

Date