



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 Facility Maintenance Coordinator

Position Title: Facility Maintenance Coordinator

Job Status: Volunteer, 2-6 hours per month

Department: Miami County Center for Life

Reports to: MCRTL President

The Volunteer Facility Maintenance Coordinator is responsible for maintaining the Miami County Center for Life facility inside and out and for overseeing volunteers who help with maintenance projects. Types of tasks include:

- Carpeting & flooring
- Heating/cooling
- Plumbing
- Electrical
- Lawn: mowing/weeding
- Roof
- Exterior Siding
- Painting
- Snow Plowing
- General Repairs
- Parking lot maintenance
- Tree, brush, leaves removal
- Gutter/down spouts
- Pest control
- Windows

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