



Family Center Facilities Volunteer Opportunity

Position: Facilities Volunteer

Location: 7510 N. Ashland Avenue Chicago, IL 60626

General Description: Facilities Volunteers will assist the Building Manager and Classroom teachers.

Specific tasks and activities include:

Time Commitment: Must be able to keep a consistent schedule and have availability during hours of operation.

Reporting: All classroom volunteers will report to the Building Manager. All volunteers must sign in and out every time they come to the Center and inform the Building Manager of their departure.

DUTIES/RESPONSIBILITIES:

- Support Classroom laundry schedule
- Clean windows, doors, and glass in all areas (inside and outside if the weather permits)
- Wash, disinfect and organize toys in common areas
- Dusting and cleaning ceiling, air conditioning vents, lamps, and walls
- Clean exterior areas (including the south and north play yards)
- Cleaning and disinfecting garbage bins in classrooms and common areas
- Paint indoor and outdoor walls (if the weather permits)
- Organize closets
- Other tasks as assigned.

QUALIFICATIONS:

- Must be at least 18 years of age
- Ability to lift items (10 – 50 lbs.)
- Able to work as part of a volunteer team
- Flexibility and ability to adapt to a fast-paced environment
- Positive attitude
- Able to keep to a consistent schedule
- Basic computer skills are not required but are helpful
- Commitment to the mission and values of Howard Evanston Family Center and enthusiasm for working with children.
- No prior childcare experience is required.
- Ability to communicate clearly and effectively with HAFC staff, parents, and children.

[HECC Family Center Volunteer Application](#)

OR SCAN:

