



# The Reading Center

DYSLEXIA INSTITUTE OF MN

March 22, 2021

Position

- **Facilities Volunteer**
- 5 hours or less/month

Qualifications:

- Successfully complete a background check
- Aptitude for maintaining a new facility
- Handyman's heart and hands
- Ability to climb a ladder
- Ability lift up to 40 lbs

Reports to:

This position is directly accountable to Office Manager

Overview:

The Facilities Volunteer provides regular maintenance tasks for our new building, and occasional other types of handyman tasks.

Job Responsibilities:

- 1) Come to The Reading Center facility on a regular, but flexible schedule in order to carry out basic building maintenance tasks, such as changing furnace filters, adding salt to water softener system, flushing floor drains, etc.
- 2) Provide miscellaneous handyman tasks as needed.
- 3) Support the overall mission and strategic goals of the Reading Center.