



Volunteer Position Description Property Maintenance

Purpose: To assist Community Lodgings' Property Management team in the upkeep of five apartment buildings that house homeless and low-income families.

Location: Our Main Office is located at 3912 Elbert Avenue in Alexandria's Arlandria community. We also own the properties at 607 and 612 Notabene Drive, which are home to our Transitional Housing apartments for homeless families and our Family Learning Center.

Key Responsibilities:

- Painting
- Moving furniture
- Organizing and taking inventory of sheds (Learning Center and Elbert Avenue)
- Landscaping
- Cleaning
- Renovating apartments
- Cleaning sheds
- Assisting on additional projects as needed
- Helping with general property maintenance

Reports to: Property Manager

Length of Appointment: Varies based on availability (Preferably one to two weeks)

Time Commitment: Varies based on availability (preferably between 8am and 4 pm)

Qualifications: Hard worker; willing to do physical labor.

Support: Jobs will be assigned on an individual basis by Property Management team depending on time commitment and physical abilities.

Age Requirements: 15 and up

Dress Code: Casual