



ADOPT A HOME JOB DESCRIPTION

HELPING HAND HOUSE / 11701 101ST Ave. Ct E. Puyallup, WA 98373

- Job Title:** Adopt a Home
- Job Definition:** Responsible for cleaning and preparing an HHH home for incoming families three-five times a year (depending on how frequently a family moves out of a home) and also maintaining the home's yard. Since this is a larger task and can be time consuming plus spending out of pocket money to purchase items for the family around specific holidays, a large group of people would be a better fit to adopt a house/yard for a one year time period. Other responsibilities would also include for the adoption of the family (s) for the Easter, Back to School, Thanksgiving, and Christmas programs.
- Job Specifications:** The volunteer or group must be willing to clean a house unit after a family leaves, restock the home with items from our storage facility based on the needs of the incoming family, maintain the lawn and flower beds, and adopt the current family in the home for our holiday and back to school programs.
- Report To:** Lisa Heintz- Volunteer Coordinator
- Compensation:** None/Volunteer Opportunity
- Record Keeping:** Will need to have all individuals involved sign a confidentiality release form, pass a Washington State Criminal Background Check, update the adopt a home notebook of tasks worked on in the unit, and keep track of hours spent cleaning and prepping the unit. The Volunteer Coordinator will ask for the total number of hours spent volunteering at month end.
- Qualifications:**
- Must be able to pass a criminal background check
 - Must be able to clean a home including items such as a stove/oven, and refrigerator
 - Must be able to commit to a one year time period with the home
 - Must be willing to purchase items for the family for HHH holiday and back to school programs