

JOB DESCRIPTION

JOB TITLE: VINE Chore Program Coordinator
CLASSIFICATION: Non-exempt
REPORTS TO: VINE Program Director
LAST UPDATED: November 10, 2021

MISSION

VINE Faith in Action promotes quality of life and a culture of caring, sustained by volunteerism, community engagement and support for neighbors in need.

POSITION SUMMARY

Under the supervision of VINE's Program Director, the VINE Chore Program Coordinator coordinates volunteers to assist homeowners and directly assists homeowners with minor home repairs and home maintenance. This position may also assist in the maintenance, cleaning, or repairs of VINE owned buildings.

ESSENTIAL FUNCTIONS

1. Assist community members with basic home maintenance tasks and minor home repairs including but not limited to lawn mowing, snow removal, gutter cleaning, raking leaves, basic plumbing, painting, yard work, weeding, hedge trimming, etc.
2. Coordinate volunteers to provide basic home maintenance tasks.
3. Operate and provide maintenance on small engine equipment including snowblowers and lawnmowers.
4. Assist Facilities Manager and VINE Home Thrift Store Manager on projects, cleaning, and maintenance of the VINE Adult Community Center or Thrift Store.
5. Perform other duties as assigned.

COMPETENCY – KNOWLEDGE, SKILLS, AND ABILITIES

- Skilled in basic home maintenance and minor home repair tasks.
- Strong mechanical and technical skills.
- Ability to drive a pickup truck or van and maneuver a trailer.
- Display a professional, caring attitude toward members, donors, passengers, providers, staff, board members, and contractors by phone, electronic correspondence, and in person.
- Possess strong organizational skills and attention to detail.
- Focus on team and be willing to adapt to the needs of the VINE organization.
- Demonstrate effective interpersonal, phone, conflict resolution, and communication skills.
- Solve problems, work independently, and be creative under pressure.
- Demonstrate computer competency with the Microsoft Office suite.
- Willingness to learn other software required.
- Able to pass a criminal background check.

EDUCATION AND EXPERIENCE

High school diploma or equivalent required. Must possess a valid MN driver's license.

ADDITIONAL ELIGIBILITY QUALIFICATIONS

VINE Faith in Action requires all employees to be vaccinated against COVID-19 unless they qualify for an accommodation.



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POSITION TYPE

Full-time, benefits eligible. Typical workweek is Monday through Friday, 8:00 am to 5:00 pm with an hour unpaid lunch break and two 15-minute paid breaks. Occasional evening or weekend hours and/or overtime may be required.

SUPERVISORY RESPONSIBILITIES

This position does not supervise employees but does supervise volunteers.

WORK ENVIRONMENT

This position is located primarily outdoors with some indoor work at individual's homes in the community. The worker may experience high levels of noise due to machinery or equipment and will be exposed to all types of weather elements. Minimal work time is spent in a climate-controlled office setting with normal business-level noise and lighting.

PHYSICAL DEMANDS

The position includes extended periods of physical movement primarily in outdoor settings but with some indoor activities. Physical movements will include standing, lifting, bending, and walking. Must have the ability to lift 75 lbs. There will be some repetitive manipulating with both hands in keyboarding. Frequent contact with the public.

TRAVEL

This position requires traveling from the office to individual homes in the counties of Blue Earth, Nicollet, and Le Sueur. A VINE vehicle will primarily be used for travel.

EQUAL OPPORTUNITY EMPLOYMENT

VINE is an equal opportunity employer and does not unlawfully discriminate against employees or applicants for employment on the basis of an individual's race, color, religion, creed, sex, national origin, age, disability, marital status, veteran status or any other status protected by applicable law. This policy applies to all terms, conditions and privileges of employment, including recruitment, hiring, placement, compensation, promotion, discipline and termination.

SIGNATURES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

This job description has been approved by:

Supervisor _____ Date _____

Employee signature below indicates the employee's understanding of the requirements, essential functions, and duties of the position.

Employee _____ Date _____