



Volunteer Position Description

FACETS

Location	Main Office, 10640 Page Ave, Suite 300, Fairfax, VA 22030
Position Title	Van Maintenance Volunteer
Purpose	To ensure FACETS vans are safe and reliable as well as gassed and ready for use. Maintain records for Van maintenance and repairs.
Key Responsibilities	<ul style="list-style-type: none"> • Take vans to gas station to be filled with gas. • Check van fluids, brake lights, headlights, etc. and refill/replace as necessary. • Ensure van inspection and emissions are up to date and take in for service if necessary. • Routinely clean vans both inside and out.
Time Commitment	1 day a week, ongoing
Supervisor	Volunteer Manager and Director of Operations
Qualifications	<ul style="list-style-type: none"> • Must be 21 years of age or older. • Clean driving record. • Proof of valid driver's license and car insurance. • Must be comfortable driving a 15 passenger van.
Training	Will be trained on how to drive the 15 passenger van and large cargo van.
Appointed by	Volunteer Manager