



NOVACO

Housing for Our Neighbor in Need

Housing • Education • Childcare • Counseling • Mentoring • Financial Management

Volunteer Position Description

Car Repair/Maintenance Helper

Goals of Position	We are seeking a dependable volunteer with experience and knowledge about car repairs.
Duties and Responsibilities	<ul style="list-style-type: none"> • Provide general minor car repairs and maintenance to client vehicles, when needed • Help answer questions clients might have about auto repairs
Prerequisites and Desired Qualities	<ul style="list-style-type: none"> • Experience with car repair/maintenance • Possess a pleasant, patient personality • Have a positive, open attitude • Support established policies and procedures
Time Commitment	<ul style="list-style-type: none"> • As needed
Training Required	None (prior experience and knowledge about car repairs)
Benefits of Position	Feelings of pride in helping clients by making small repairs to their vehicles
Grounds for Termination	<ul style="list-style-type: none"> • Volunteers will be asked to discontinue volunteering if they do not show up when expected without contacting the Volunteer Manager • If the volunteer acts in any way that contradicts the volunteer rights and responsibilities
How to Apply	All NOVACO volunteers must fill out a Volunteer Application and Confidentiality Agreement . There is a \$25 tax- deductible. Background check fee (There is no fee for full-time students). Email volunteer@novaco.org for forms. Mail to NOVACO Volunteer Manager, 9677A Main St, Fairfax, VA 22031.