

**STAR COUNCIL ON SUBSTANCE ABUSE
JOB DESCRIPTION**

Title: Volunteer Maintenance

Reports to: Site Manager

Qualifications:

Must have good verbal and written communication skills. Must work well and relate well to individuals and groups. Must have the ability to establish rapport with clients and community.

Position Responsibilities:

- Insure that program site is kept clean and in good repair.
- Represent STAR Council and programs within the counties served by STAR Council.
- **Major Additional Duties Include Assisting With:**
 - Insuring compliance with TCADA rules and cross checking those with TDCJ rules.
 - Noting and reporting to site manager, any problems with the workplace that is hazardous to staff or clients.

I have received and read a copy of this job description and agree that it is an accurate reflection of my job.

Printed Name: _____

Signature: _____ Date: _____