



## Facilities Assistant

**Purpose:** Assist with essential everyday fix-it tasks to keep shelter operations running smoothly and safely, and to improve the ultimate well-being of all animals in our care.

**Location:** This role is available at our Dublin **OR** Oakland shelter. Parking is available on-site at both locations.

- Oakland Shelter: 8323 Baldwin Street, Oakland
- Dublin Shelter: 4651 Gleason Drive, Dublin

### Key Responsibilities:

- Changing out lights
- Troubleshooting minor electrical issues
- Troubleshooting minor plumbing issues
- Exterior and interior painting
- Exterior construction and repair of window and/or door frames
- Miscellaneous shelter repairs

### Time Commitment:

- Weekly or bi-weekly shifts preferred.
- Flexible shift times are available Tuesdays, Wednesdays, and Thursdays.
- We ask each volunteer to make a six-month minimum commitment, but we hope you stay longer!

### Training & Support:

- One-on-one training with facilities manager.
- This position reports directly to the Facilities Manager.
- The Volunteer Services Manager is available for questions and assistance.

### Requirements & Qualifications:

- Must attend the East Bay SPCA's New Volunteer Orientation.
- Commit to volunteering 4-10 hours per month.
- At least 18 years of age.
- Basic understanding and working knowledge of one or more of the following areas: electrical, operations, plumbing, HVAC, painting, and light carpentry work.
- Wear volunteer name tag during your shift.
- Report any incidents that occur immediately.
- Follow directions for protocols as trained.
- Animal interaction or socializing is not permitted on this shift. You must attend an animal care training shift before you are eligible to work directly with animals.