

# Ruth Harbor Volunteer Description:

## OFFICE CLEANER

**Mission** - Through grace, Ruth Harbor Ministries provides Christ-centered homes, programs and comprehensive services resulting in positive life change for young moms facing unplanned pregnancies or parenting young children.

**About** - More than a shelter or home, Ruth Harbor also have programs which include life-coaching, medical care access, counseling, spiritual guidance, education support, employment or volunteering encouragement, and parenting training and/or adoption assistance at no charge. We are a team and fully support each other so that together we can accomplish more. If you are passionate about helping others and have a heart for reaching out, Ruth Harbor may be a good fit for you. Above all, we seek to live out the Gospel of Jesus Christ through the way we work and interact.

**Tasks** – May be ideal for 1-4 people; acceptable if teams or friends prefer to work together and share the work load (Separate applications needed for each person, noting in the comments that you will work together or share the responsibilities – also note which person is the leader)

- Clean office kitchenette: wipe down counters, appliances and cupboards, wash sink and clean inside of fridge and microwave weekly
- Vacuum office floors both on main floor and second floor weekly
- Dust desks, windows, office furniture, and office spaces as needed
- Restroom: Clean sink, toilet and mirror weekly. Wash floor as needed,
- Wash entry floor and office windows as needed
- Empty waste baskets and take out garbage and recyclables to the outside receptacles Track and request cleaning supplies and restroom materials (paper towels or rolls) as needed from the Office Manager

**When** – Once a week or bi-weekly. 1-2 of hours between 9AM to 4PM Monday-Friday.

**Where** – Ruth Harbor Office, 534 42<sup>nd</sup> Street, Des Moines, Iowa 50312

**Additional Information** - Volunteers must read through, agree with, and sign the Ruth Harbor Statement of Faith. Volunteers are not compensated for their time or gifts, however if appropriate, gift-in-kind receipts for donated goods or services may be given. Volunteers may be required to have a background check to protect client safety before being able to volunteer at Ruth Harbor.

### **How to Apply**

- Provide contact information for two character references including one from your local Pastor
- Complete the Volunteer Application (download a copy from [RuthHarbor.org](http://RuthHarbor.org) or call the office to request a copy be sent to you)
- Sign the Ruth Harbor Statement of Faith (download a copy from [RuthHarbor.org](http://RuthHarbor.org) or call the office to request a copy be sent to you)
- Submit all materials listed above via one of the methods listed below:
  - Mail or Physical Drop-off: Ruth Harbor, 534 42<sup>nd</sup> Street, Des Moines, IA 50312
  - Email: [Volunteer@RuthHarbor.org](mailto:Volunteer@RuthHarbor.org)
  - Fax: 515-633-2157