



7900 Mack Ave  
Detroit, MI 48214  
313.732.9302  
Maccdevelopment.com

## **48214 CARE Volunteer Job Description**

### Work Location:

Different areas of the 48214 zip code including MACC Development & The Commons

### Purpose of Position:

- In order to help keep the doors open and efficiently run programs, volunteers are essential to nonprofit organizations such as MACC Development. For 48214 CARE, in order to provide services such as grocery shopping, landscaping services, transportation, and errand running, we need neighborhood volunteers from the zipcode 48214 to assist other neighbors who are in need.

### Responsibilities and Duties:

- Understanding your role and responsibilities as well as the rules and safety regulations of the organization.
- Completing the relevant training and asking questions if you are uncertain about anything.
- Completing all duties assigned by the program manager and reporting any issues immediately.
- Observe the rules and safety regulations of the organization while carrying out tasks.
- Arriving on time for duty and remaining professional in your interactions with all stakeholders.
- Communicate with the program manager when you are running late or unable to fulfill your duties.

### Qualifications:

- A willingness to learn and work as part of a team.
- A high degree of professionalism and the ability to follow instructions.
- Respect and diligence.
- Good time management and reliable transport.
- A personable manner.

### **If you have any questions or concerns: please contact**

AlexSaundra Clark, Program Manager of 48214 CARE

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**Seeking the holistic revitalization of Detroit's 48214.  
Block by block. Neighbor by Neighbor.**