

**APARTMENT SET-UP ASSISTANT**

**Goal**

Help welcome our new neighbors by setting up their apartments with various furniture items and home welcome kits.

**Duties and Responsibilities**

* Move heavy furniture such as couches, mattresses, tables, and chairs & other home items like kitchen sets, lamps, pillows, etc.
* Buy & take newly bought items out of packaging and put in proper area (place covers on pillows, put sheets on mattresses, then place on bed frames, etc.)
* Go through Material Needs List list to ensure all required pieces are in the client’s new home

**Time Requirements**

A full set-up for one home takes about 4 hours to complete from start to finish. Apartment set-ups occur on an as needed basis, so volunteers are able to accept set-up dates based on their availability. *Set-ups occur Monday – Friday only.*

**Location**

Volunteers will travel between the warehouse, department stores, and apartment complexes with the Resource Coordinator.

**Skills & Requirements**

* This role requires heavy lifting!
* Transporting items to the 2nd or 3rd floor of an apartment complex may be required

**Supervision & Support**

The Resource Coordinator & Resource Coordinator Intern will assist all volunteers. Volunteers will not be granted access to apartment *without* either worker present.