



Vehicle Maintenance Volunteer Description

Title: **Vehicle Maintenance Volunteer**

Summary: Work with Program Director and Program Managers to ensure Kainos vehicles are in good running order.

Specific responsibilities:

- Monitor each vehicle for fluid levels, tire pressure, and general observation of vehicle document actions/needs.
- Bring vehicle to get Smog Check (documents provided by Finance dept)
- Take vehicles for regular oil changes
- Document any service; bring all receipts into main office, Attn: Florence
- Notify Program Director and/or Manager regarding service needs (new ties, tune up, etc.)
- Request a Kainos check from Finance or submit receipts for reimbursement



Kainos Home & Training Center Volunteer Agreement

1. The volunteer ensures confidentiality at all times (i.e.: client names and any information exchanged).
2. All intellectually and developmentally disabled adults will be treated with dignity and respect.
3. Always remember that you are a role model. Your behavior, attitudes, actions and appearance act as a guide for those you serve.
4. The volunteer uses continual positive reinforcement, constantly commenting on the good they see, to help each person to feel good about themselves and what they do.
5. The volunteer will not permit commercial use of Kainos clients, staff and property without written consent (i.e.: media, photos, name usage, etc.).
6. The volunteer will maintain a professional boundary with Kainos clients at all times.
7. The volunteer will report to Kainos if they observe anything that deems inappropriate and/or violates the code of ethics.
8. The volunteer will track and submit their hours on a monthly basis to the Volunteer Coordinator.

I have read, understand, and agree to adhere to Kainos Home & Training Center's Volunteer Agreement.

Signature: _____ Date: _____

Print Name: _____