

**YWCA of South Hampton Roads' Maintenance and Grounds Beautification Program  
For Groups**

**Function of Maintenance and Grounds Beautification:** YWCA emergency shelter is a confidential location for survivors of domestic violence, sexual assault, stalking, and human trafficking. It is a 30-day shelter where adults and children can stay and work on getting back on their feet independently. Keeping this property safe, clean, and attractive is a vital piece of helping our clients feel comfortable during their period of transition.

**Reports to:** Shelter Services Manager and Facilities Manager

**Primary function:** To assist the Facilities Manager with various tasks around the emergency shelter property, including but not limited to yard work, painting, building, picking up donations, and working with electrical/security equipment.

**First Steps:**

- Gather your group. Your group should be limited to less than 10 individuals. All volunteers must be 18+.
- Choose 2 date options (a first and second choice) that may work for your group to come work at the shelter. Any yard work projects will be scheduled after 9am, due to quiet hours, and will end by noon; multiple days can be scheduled depending upon the project.
- Email the Volunteer and Outreach Coordinator at [volunteer@ywca-shr.org](mailto:volunteer@ywca-shr.org) with a [group volunteer application](#) and your 2 date options. The shelter address will be given to the group leader upon submission of all group members' [Confidentiality Agreements](#); all participants must sign the agreement prior to coming to the shelter.

**Responsibilities:**

- The YWCA of South Hampton Roads will provide necessary equipment. Volunteers should be prepared to utilize tools such as weed whackers, leaf blowers, rakes, shovels, and a riding lawn mower.
- Projects for volunteers will vary based on the needs of the shelter. Yard work tasks may include but are not limited to mowing, weed whacking, picking up pine cones/trash/debris, weeding flower beds, laying mulch, planting flowers, clearing porches and sidewalks of debris, cleaning gutters, and watering the yard and plants. Other projects may include but are not limited to painting awnings and posts, picking up donations, moving items to/from storage units or other office locations, painting throughout the shelter, building new furniture, working the electrical system for our security cameras if they go out, and coordinating with Security 101.

**Arrival Instructions:**

- Please do not use third party drop offs to the shelter by people who did not sign a Confidentiality Agreement, including but not limited to partners/spouses, family, friends, Uber/Lyft and cabs. The shelter is a confidential location for the safety of our clients. Carpooling to the shelter is encouraged so as to not draw attention to the location. There is also a bus stop located walking distance from the house; bus line information is available upon request.
- Upon arrival, shelter staff will escort the group to the area where tasks are to be completed. All volunteers should remain in the designated area unless otherwise directed and accompanied by staff.
- All volunteers must sign the provided Volunteer Group Timesheet and submit it to staff prior to leaving.

**Other:**

- Please do not take photos of any YWCA residents or identifying photos of the property. All photos must be approved by YWCA-SHR staff and unauthorized photos must be deleted. This policy is for the safety of our residents and the security of our shelter.

*For questions or further details, please contact the Volunteer and Outreach Coordinator at [volunteer@ywca-shr.org](mailto:volunteer@ywca-shr.org) or 757-625-4248 x33.*

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