

JOB DESCRIPTION

JOB TITLE: VINE Chore Assistant
CLASSIFICATION: Part-time or Full-time, Non-exempt
REPORTS TO: VINE Chore Coordinator
LAST UPDATED: July 28, 2026

MISSION

VINE is redefining aging and promoting the wellbeing of aging adults through programming, services, and community engagement.

VALUES

At VINE, our culture fosters **committed**, **compassionate**, and **curious** people. We respect and engage aging adults at every life stage, promoting **wellbeing** and **belonging** with dedication to **kindness**, **honesty**, **accountability**, and **quality service**.

POSITION SUMMARY

Under the supervision of VINE's Chore Coordinator, the VINE Chore Assistant helps homeowners with minor home repairs and home and yard maintenance. This position may also assist in the maintenance, cleaning, or repairs of VINE owned buildings.

ESSENTIAL FUNCTIONS

1. Assist community members with basic home maintenance tasks and minor home repairs including but not limited to lawn mowing, snow removal, gutter cleaning, raking leaves, basic plumbing, painting, yard work, weeding, hedge trimming, etc.
2. Work with volunteers to provide basic home and yard maintenance tasks.
3. Operate and provide maintenance on small engine equipment including snowblowers and lawnmowers.
4. Assist Facilities Manager and VINE Home Thrift Store Manager on projects, cleaning, and maintenance of the VINE Adult Community Center or Thrift Store.
5. Perform other duties as assigned.

COMPETENCY – KNOWLEDGE, SKILLS, AND ABILITIES

- Skilled in basic home maintenance and minor home repair tasks.
- Strong mechanical and technical skills.
- Ability to drive a pickup truck or van and maneuver a trailer.
- Display a professional, caring attitude toward members, donors, passengers, providers, staff, board members, and contractors by phone, electronic correspondence, and in person.
- Possess strong organizational skills and attention to detail.
- Focus on team and be willing to adapt to the needs of the VINE organization.
- Demonstrate effective interpersonal, phone, conflict resolution, and communication skills.
- Solve problems, work independently, and be creative under pressure.
- Demonstrate computer competency with the Microsoft Office suite.
- Willingness to learn other software required.
- Able to pass a criminal background check.

EDUCATION AND EXPERIENCE

High school diploma or equivalent required. Must possess a valid MN driver's license.

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POSITION TYPE

Part-time or Full-time

This is a non-exempt position. 30-32 hours per week. Individuals working 32 hours per week are classified as full-time employees. Individuals working less than 32 hours per week are classified as part-time employees. Typical work week is Monday through Friday during business hours, based on employee's availability and needs of the organization. Occasional evening or weekend hours and/or overtime may be required.

BENEFITS

Part-time employees who average at least 18 hours per week are eligible for the following options (these details are for informational purposes, they are subject to any policy or plan changes, and some options are prorated based on hours of work): company-paid, prorated holiday and bereavement leave when it occurs on a regularly-scheduled workday, Minnesota Earned Sick and Safe Time, and an Employee Assistance Program.

Full-time employees are eligible for the following options (these details are for informational purposes, they are subject to any policy or plan changes, and some options are prorated based on hours of work): health insurance coverage, life insurance, 401(k) plan, health savings account, Paid Time Off (PTO) and Extended Leave, and ten company-paid holidays (seven observed holidays and three floating holidays).

SUPERVISORY RESPONSIBILITIES

This position does not supervise employees but does supervise volunteers.

WORK ENVIRONMENT

This position is located primarily outdoors with some indoor work at individual's homes in the community. The worker may experience high levels of noise due to machinery or equipment and will be exposed to all types of weather elements. Minimal work time is spent in a climate-controlled office setting with normal business-level noise and lighting.

PHYSICAL DEMANDS

The position includes extended periods of physical movement primarily in outdoor settings but with some indoor activities. Physical movements will include standing, lifting, bending, and walking. Must have the ability to lift 75 lbs. There will be some repetitive manipulating with both hands in keyboarding. Frequent contact with the public.

TRAVEL

This position requires traveling from the office to individual homes in the counties of Blue Earth, Nicollet, and Le Sueur. A VINE vehicle will primarily be used for travel.

EQUAL OPPORTUNITY EMPLOYMENT

VINE is an equal opportunity employer and does not unlawfully discriminate against employees or applicants for employment on the basis of an individual's race (including traits that may be associated with race including hair texture and style), color, religion, creed, sexual orientation, gender identity or expression, national origin, age, disability, marital status, veteran status, or any other status protected by

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applicable law. This policy applies to all terms, conditions, and privileges of employment, including recruitment, hiring, placement, compensation, promotion, discipline, and termination.

SIGNATURES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

This job description has been approved by:

Supervisor_____ Date _____

Employee signature below indicates the employee's understanding of the requirements, essential functions, and duties of the position.

Employee_____ Date_____