Volunteer Position Description

**Position: Building Maintenance Assistant**

**Department: Perron Place Property**

**Reports To: Maintenance Officer**

**Purpose**

EverAbility’s head office, Perron Place at 61 Kitchener Avenue in Victoria Park requires ongoing maintenance and upkeep. This role is to assist the organisation’s Maintenance Officer, with low-level maintenance work, ensuring that all fittings and fixtures are kept in good working order.

**EverAbility Group will provide:**

1. Training
2. Ongoing Support
3. Insurance cover while volunteering under EverAbility’s Volunteer Insurance Policy.

# Our Vision

**The future we’re creating**

Achieving maximum ability for our clients through exceptional services.

# Our Values

**Collaboration:** We achieve more when we work together and value other’s differences

**Excellence:** We continually grow and develop through expanding our capabilities whilst striving to be our best

**Respect:** We respect our stakeholders, who are at the centre of everything we do

# Our Promise

Our commitment, across all our brands, is to provide a professional, person-centred service and offer quality of life outcomes that help people to live the life they choose.

# Key responsibilities

* Under instruction undertake repairs, replacements, adjustments and cleaning of fittings and fixture such as light fittings, loose handles, squeaky hinges etc.

**What we look for in our volunteers**

1. Genuine interest and a passion for volunteering
2. Commitment to our cause
3. Enthusiasm and positivity
4. Integrity
5. Good Judgement – knowing the difference between right and wrong, good and bad
6. Reliability – willing to devote a set amount of time regularly and be punctual
7. Empathy – ability to understand the plight of a particular person or situation without being judgemental
8. Good communication and interpersonal skills– positive and respectful interaction with everyone
9. Self-assurance – able to take constructive criticism on board to improve skills and ability to help others
10. Adaptability to cope with change and a busy workplace
11. Ability to represent the organisation’s message to groups and individuals

# Skills and attributes required

## Essential:

* Police Clearance dated in the last six months (can be applied for during the volunteer application process)
* Skills, experience and physical ability to undertake building maintenance tasks (such as you might do around your own home)
* Skills and physical capability to safely and competently use tools and equipment eg climb a ladder, operate a drill
* Ability to work without supervision
* Ability to work flexibly around the requirements of staff use of the grounds.

**Time and Availability Requirements**

During business hours – times and days are negotiable.

**Contact Person**

Name: Mark Druvins

Title: Maintenance Officer

Phone: 9311 8202

## Required Compliance Documentation

National Police Clearance

| Name: |
| --- |
| Signature: |
| Date: |