



Independent Living Resource Centre Calgary

Volunteer Maintenance Support Worker

The Agency

The Independent Living Resource Centre of Calgary is one of the few agencies in the city serving people with all disabilities - and is dedicated to promoting and enabling to achieve their own level of independence. It's our mission to provide the best possible referrals, training, programs, and activities, impacting the lives of thousands throughout the community. Our vision strives to ensure equality and independence for all persons with disabilities.

Volunteer Position: *Volunteer Maintenance Support Worker*

Volunteer Description: Join our Maintenance Support team by organizing and completing the custodial duties of the Independent Resource Centre Calgary with excellence. The Volunteer Maintenance Support Worker is responsible for performing custodial duties in order to ensure that the Centre is maintained in a healthy, safe and sanitary manner.

Responsibilities:

- Identify, organize and complete the custodial needs of the Independent Living Resource Centre (daily, weekly, monthly) in dialogue with the Executive Director.
- Ensure the interior of the Centre is kept sanitary, safe, free of clutter and set-up. Including, but not limited to:
 - Cleaning of walls, counters, fixtures, windows, cupboards, doors, floors, handles, doorknobs, appliances, equipment, etc.
 - Returning equipment, furniture, and supplies to their proper location and/or working order.
 - Securing/removing dangerous areas or broken equipment
 - Manage garbage, compost, and recycling.
 - Observe evidence of pests and report to Supervisor.
- Ensure certain aspects of the building exterior are kept clean and safe. Including, but not limited to:
 - Exterior sidewalks, windows, doors, parking lot entrance, debris in the parking lot, debris on the lawn, and rear area of the building.
- Complete basic maintenance tasks (changing light bulbs, etc).
- Maintain janitorial closet, room, supplies, and equipment.
- Track and record hours on timesheet.



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Requirements:

- Must be able to lift heavy objects and endure repetitive physically demanding motions over long hours and on a daily basis.
- Must be able to represent the Centre well (gracious and pleasant) in conversations with consumers, caregivers, other volunteers, and staff members; proactive in communicating needs and problems.
- Good work ethic: possesses an eagerness to learn, begin work on time, improve in their skills and attitude, work hard, go the extra mile even when no one is looking, and be a self-starter.
- Schedule flexibility: able to adjust week-to-week work days at the discretion of the Executive Director.
- Must have a Criminal Record Check/ Vulnerable Sector and references.

Applications will be accepted until a suitable candidate is found.

Please submit your resume and a letter of interest to:

volunteer@ilrcc.ca

The Independent Resource Centre Calgary thanks all volunteer applicants; however, only those considered for an interview will be contacted.