



## **Volunteer Job Posting**

### **Facility Services Volunteer Description**

#### **Responsibilities:**

- **Maintain Cleanliness:** Ensure the cleanliness and tidiness of the facility by performing cleaning duties such as mopping, sweeping, vacuuming, and dusting.
- **Assist with Maintenance:** Assist maintenance staff with minor repairs and maintenance tasks as needed, including fixing leaks, changing light bulbs, and repairing equipment.
- **Set Up and Break Down:** Prepare rooms and spaces for various activities, including setting up tables, chairs, and equipment, and breaking down after events.
- **Safety and Security:** Follow safety protocols and procedures to ensure the safety of members and staff. Report any safety hazards or security concerns to the appropriate personnel.
- **Customer Service:** Provide friendly and helpful customer service to members and guests by answering questions, providing directions, and assisting with inquiries.
- **Flexibility:** Be willing to work flexible hours, including evenings and weekends, to accommodate the needs of the facility and its users.

#### **Qualifications:**

- **Previous Experience:** Prior experience in janitorial or facility maintenance work is preferred but necessary.
- **Physical Stamina:** Ability to perform physical tasks such as lifting heavy objects, bending, and standing for extended periods of time.
- **Attention to Detail:** Strong attention to detail and ability to maintain high standards of cleanliness and organization.
- **Communication Skills:** Good communication skills and ability to interact professionally with members, guests, and colleagues.
- **Reliability:** Dependable and punctual, with a strong work ethic and commitment to fulfilling job responsibilities.
- **Initiative:** Ability to take initiative and work independently with minimal supervision.
- **Successful candidates will be required to provide a current and satisfactory Criminal Record Check/Vulnerable Sector Check, Child Abuse Registry Check**
- **Volunteers will be required to attend Child Safe Guarding Training**

#### **Time Commitment:**

Monday-Friday 4-8pm Saturday & Sunday 9-11, 1-3pm (2-hour commitment)

If interested please contact Alisha Raniowski at [alisha.raniowski@pcymca.ca](mailto:alisha.raniowski@pcymca.ca)

Thank you for considering volunteering at the YMCA of Pictou County