



MAINTENANCE & SITE DEVELOPMENT VOLUNTEER POSITION DESCRIPTION

POSITION TITLE	Maintenance and Site Development
PURPOSE	The maintenance and site development volunteer will assist in a variety of projects and manual labour jobs that are needed to be completed.
LOCATION	<ul style="list-style-type: none"> • Glendale (378 Glendale Lane, Taggerty) • Breakaway Office (6A Taunton Ave, Preston)
DAYS REQUIRED	<ul style="list-style-type: none"> • As required/negotiated throughout the year
REPORTS TO	<ul style="list-style-type: none"> • Maintenance - Paul Coleman (Executive Director) • Site Development – Adam Coleman (Head of Glendale Development Committee)
ROLE & PURPOSE	<ul style="list-style-type: none"> • To be a practical and hands on helper • To assist in keeping facilities functional and safe for the Breakaway program
KEY RESPONSIBILITIES	<ul style="list-style-type: none"> • Working as part of a team • Able to take direction from Paul or Adam • Variety of general up keep of site and facilities, building, or repairing
SKILLS, EXPERIENCE & ATTRIBUTES	<ul style="list-style-type: none"> • Be able to work safely, and approach everything with personal safety in mind • Need to be able to seek out safety equipment and be proactive in looking out for themselves and their team • Breakaway will provide all safety equipment • Able to bring own tools but not expected to • Some training may be provided where appropriate and feasible
BENEFITS FOR VOLUNTEER	<ul style="list-style-type: none"> • Opportunity to give back to the community and join in with others and work as a team • To be active and hands on and expand your skills and experience
OTHER REQUIREMENTS	<ul style="list-style-type: none"> • Application (including references) and a successful interview with staff • Current Police Check
VOLUNTEER SIGNATURE	
STAFF SIGNATURE	
DATE	