

**APPENDIX “B” – ROLE DESCRIPTION**

**VOLUNTEER POSITION TITLE: MAINTENANCE VOLUNTEER**

**Commitment**

Applications will be considered for volunteers who can commit to a weekly 2-3 hour shift on one of the following days:

Monday	Tuesday	Wednesday	Thursday	Friday
9am – 12pm	9am – 12pm	9am – 12pm	9am – 12pm	9am – 12pm
12pm – 3pm	12pm – 3pm	12pm – 3pm	12pm – 3pm	12pm – 3pm

**Volunteers being considered for this role must be able to attend all training classes and complete all requirements as listed below**

**Responsibilities**

*Maintenance Volunteers play a very important role in building maintenance at the Calgary Humane Society by:*

- Maintaining safety of animal enclosures
- Replacing ducts, lightbulbs, and indoor filters
- Replenishing first aid kits
- Performing regular property inspections as instructed
- Assisting with urgent building issues or emergency maintenance tasks as needed
- Adhering to CHS policies and procedures to ensure safety

**Qualifications**

- Can be trusted to work independently and with minimal supervision
- Ability to maintain a high level of professionalism and act as an ambassador for the Calgary Humane Society
- Have an appreciation and respect for animals and the values of CHS
- Previous handy work experience required
- Minor experience with electrical, plumbing and appliance repair considered an asset
- Experience in operation/maintenance of a facility or building considered an asset



## Physical Requirements

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- Comfortable with working indoors or outdoors
- Ability to climb ladders, use power tools and other hand tools
- Capable of lifting up to 50 lbs.
- Performing repetitive motions of reaching, squatting, bending, pulling

## Training

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### Training is mandatory and will be provided by CHS free of charge

- First Buddy Shift (with a CHS staff member)
- Second Buddy Shift (with a CHS staff member)
- How Animals Learn
- CHS Safety OH&S webinars

## Additional Requirements

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- Must be 18 years or older
- Attend an interview
- Provide a clear Criminal Record Check. (There is a \$30 fee associated with this.)
- Signed Agreement & Release form

**[CLICK HERE TO APPLY!](#)**

**Closing date: Position will remain open until successful candidates have been placed**

**Calgary Humane Society *sincerely* appreciates your interest in volunteering for our organization. Please note that only candidates who are selected to participate in the interview process will be contacted. Applicants will receive an update on application status with 3 – 4 weeks of applying.**

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