



CHATHAM KENT WOMEN'S CENTRE INC. JACKS AND JILLS - VOLUNTEER JOB DESCRIPTION

JOB SUMMARY:

The role of a Jack and Jill volunteer is to help with general yard and inside maintenance of the Chatham Kent Women's Centre. The Jack and Jill volunteer plays a vital role in the appearance and up keep of the building.

QUALIFICATIONS:

- Friendly and polite demeanor
- Comfortable dealing with the public
- Health and Safety Knowledge is an asset
- Able to lift 25K or more
- Experience in some or all of the following; gardening, painting, hanging shelving, maintenance, housekeeping

ACCOUNTABILITY - Reports directly to the Volunteer Coordinator, working cooperatively with agency team members. Responsible for letting someone know at the Chatham Kent Women's Centre if you cannot make it in for a scheduled shift. Please get a person not a voice mail.

PRIMARY DUTIES AND RESPONSIBILITIES

- Grooming hedges and general gardening
- Maintaining and planting the edible garden
- Raking, gathering of clippings and leaves, then bagging
- Ensuring safety standards are being followed
- Maintaining a respectful, kind and non-judgmental view when dealing with clients
- Painting rooms, hanging shelves, general maintenance
- Maintaining a high level of confidentiality

