

Volunteer Handyman

Volunteer Position Description:

The **Handyman** will provide assistance and support agency sites on all indoor improvement activities and installations at various DBNC locations.

DUTIES AND RESPONSIBILITIES:

- Make an assessment of the work assignment and draw up a time schedule in hours
- Carry out all indoor repairs at various DBNC locations
- Assist staff members with office movements including furniture shifting within one location or from one location to another DBNC location
- Assist the IT support specialist in cabling work.
- Repair furniture and do some carpentry work assigned from time to time
- Carry out office repairs such as minor electrical, minor plumbing, drywall and painting
- Provide updates and status of work completed on a weekly basis
- Keep supervisor informed about supplies and materials required for various projects assigned

QUALIFICATIONS:

- Good communication and Interpersonal skills
- Good skills in home repairs, painting, some basic electrical and plumbing
- Comfort communicating with staff across the agency
- Fluency in written and spoken English
- Good organizational skills , ability to multi-task
- Knowledge of Health & Safety requirements relating to an office environment
- Knowledge of WSIB requirements and First Aid training
- Committed to teamwork and able to work independently.

The Benefits of Volunteer Participation with DBNC:

- ✓ Will receive reference letter, enabling you to get employment
- ✓ Knowledge of potential employers, jobs and other valuable information
- ✓ Opportunities to network, make new friends, share ideas of common interest and concerns
- ✓ Opportunities to participate in our numerous training programs
- ✓ Opportunities to acquire Canadian work experience

Who We Are:

The Dixie Bloor Neighbourhood Centre is a multi-service, non-profit, charitable agency, which provides services to families, children, youth, seniors, those seeking employment, as well as newcomers to Canada. Our mission is to foster an atmosphere, which will encourage our community as a whole to participate in and develop a positive, healthy and caring neighbourhood.

Note: We are very flexible on days and time, this could be arranged to suit your needs

For more information or to apply, please e-mail or fax a resume to:

Manager, Community Development

Dixie Bloor Neighbourhood Centre

1420 Burnhamthorpe Road East, Mississauga, ON L4X 2Z9

Fax: (905) 629-0791 Email: hazelh@dixiebloor.ca