



## REAL Volunteer Job Description

# Project Lead REAL Property Manager

### **Purpose of the role**

- To provide handy person maintenance functions around the REAL DEAL property
- To advise REAL Board on major maintenance and repair concerns

### **Location**

- At the REAL DEAL store and office, Smiths Falls

### **Duties and responsibilities**

- Minor general repairs e.g. doors, windows, fences, electrical, plumbing, in-store repairs
- Identify and address safety concerns on site
- Recommend nature of repairs, options for larger problems and general maintenance

### **Time requirements**

- 5-10 hours per month
- Year round

### **Skills and qualifications**

- Capable of physical activity
- Ability to perform minor repairs in a variety of capacities
- Willingness to perform job when needed
- Able to identify and ensure safe practices
- Knowledge of building and outdoor maintenance/repair
- Available during day
- Promote health and safety for all staff, volunteers at the site

### **Benefits**

- Increase safety, efficiency and effectiveness of REAL DEAL building
- Improved appearance, functionality of REAL DEAL building
- Physical fitness
- Be part of environmental movement
- Enables REAL to improve/expand its community profile/niche

### **Orientation and training**

Provided by board designee or program manager

- Familiarization of REAL, policies, programs and procedures, activities and events
- Training on volunteer policies and procedures



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### **Level of Screening Required**

- Application and Interest Form Completed
- Interview Completed (can be conducted by telephone)
- 1 personal reference/recommendation check completed
- Criminal records check may be required

### **Supervision**

- Takes direction from and reports to program manager

### **Safety Considerations/Precautions**

- Safe lifting, performance of duties
- All volunteers will take into consideration and act in accordance with health and safety policies and best practices in the execution of their task

Date Description Developed: March 2010

Date Reviewed: