

**Volunteer Role Description**

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| <b>Volunteer Role</b>  | <b>Maintenance Volunteer</b>  |
| <b>Service/Department</b>  | <b>The Community Hub</b>  |
| <b>Manager/Point of Contact</b>  | <b>Community Hub Manager</b>  |
| <b>Preferred days or times for volunteer availability (if any)</b>   | <i>Any</i>  |
| <b>Role Description</b>  |   |
| <p><b>Summary of Volunteer Role:</b></p> <p>Support the charity in upkeep and maintenance of our buildings on Hamlet Court Road 138 and 134.</p>   |   |
| <p><b>Key Duties:</b></p> <ul style="list-style-type: none"> <li>• Head up small projects in and around The Community Hub</li> <li>• Support in ordering/purchasing DIY equipment/ materials needed to complete jobs</li> <li>• General Maintenance Duties</li> </ul>  |   |
| <p><b>Other Information/requirements - Desirable skills such as:</b></p> <ul style="list-style-type: none"> <li>• General handy-person</li> <li>• Electrical</li> <li>• Building</li> <li>• Plastering</li> <li>• Painting and Decorating</li> <li>• Woodwork</li> <li>• Window Cleaning</li> <br/> <li>• A can-do attitude and a problem solver</li> <li>• Happy to get stuck in</li> <li>• Prepared to be involved in a wide range of tasks that are needed</li> </ul> |   |
| <b>Additional Internal Information</b>   |   |
| Aiming to be fill position by date   |   |
| Form submitted date  |   |
| Form submitted by  |   |
| Form to be completed and sent to   | Leah-May Carter   Befriending Service & Volunteer Recruitment Manager |