

BEAUTIFY SOMEONE'S LIFE!

Opportunity: Volunteer Repair Person

Job Summary:

Turning Leaf (Inc.) Community Support Service is designed to provide tailored, person-centered treatment and supports to adults who are living with an intellectual challenge, developmental disability and/or mental illness within the community. Reporting to the Volunteer Manager and related contacts, the volunteer repair person will be responsible for patching and painting walls in vacant group care facility. We strive to leave our rental units the same or better than when we arrived to maintain good working relationships with the property management.

Duties and Responsibilities:

- The volunteer will partake in a short orientation with the Volunteer Manager prior to start of the opportunity*
*(*Applicable to external applicants only.)*
- The volunteer will require to sign paperwork including (but not limited to) an adult abuse registry check (no charge), confidentiality, release forms and other required paperwork as it pertains to the position.*
*(*Applicable to external applicants; may be applicable to internal applicants.)*
- The volunteer will be responsible for wall repairs and painting, in the bedrooms of one vacant rental unit. Repairs include but not limited to:
 - Patching small holes and/or dings in the wall
 - Painting bedrooms
- To report any unusual occurrences to the Volunteer Manager and/or other appropriate contacts during work onsite.
- To adhere to the values and mission of Turning Leaf Community Support Services Incorporated as outlined in the Volunteer handbook (provided upon orientation).
- Record completed volunteer hours on a time sheet (hard copy) and/or online using Volgistics database technology (training provided) as per the Volunteer Manager's discretion.

Qualities and Qualifications

- Have an interest and have some experience in repairs and maintenance
- Flexibility in hours – units are currently vacant so can be accessed anytime
- **Location: Portage la Prairie** (A valid driver's license is required)
 - Mileage would be reimbursed
- **Start the opportunity ASAP**
- Maintain communication with contacts and team(s) involved with, especially if the volunteer decides to end their work with the opportunity;
- Possess an understanding of the service that Turning Leaf (Inc.) provides and want to help in community;
- Believe in the agency vision and want to help the agency in its mission;
- Be 18 years or older

How to Apply

If you are interested in this volunteer opportunity* with Turning Leaf Community Support Services, please contact the Volunteer Manager Alana Chegus at volunteer@turningleafservices.com subject line: Repair person

**Only those who qualify for an interview will be contacted.*