

## Helping Hand

<b>Department:</b> Operations	<b>Staff Support:</b> Landlord
<b>Purpose:</b> Helping Hands provide support to the residents in basic apartment and building maintenance; they lead by example and act as positive community role models and teachers in home maintenance	
<b>Position Duties</b> <ul style="list-style-type: none"> <li>• Basic maintenance tasks such as hanging pictures or blinds, hooking up cables, fixing broken handle, patching holes in walls, etc.</li> <li>• Assist with furniture assembly and moving</li> <li>• Share your knowledge of home maintenance with the residents you are assisting</li> </ul>	
<b>The Ideal Person for this Role is</b> <ul style="list-style-type: none"> <li>• Handy around the house and comfortable working with small hand tools</li> <li>• Comfortable working in a culturally diverse environment</li> <li>• Energetic and physically capable of light maintenance</li> </ul>	
<b>Training</b> <ul style="list-style-type: none"> <li>• 2 hour Brenda Stafford Society volunteer orientation</li> <li>• 2 hour role specific training</li> <li>• Continuous training on various topics</li> <li>• Police Record Check with Vulnerable Sector Check</li> </ul>	
<b>Time Commitment</b> <ul style="list-style-type: none"> <li>• Minimum 2-3 hour shift bi-weekly</li> <li>• On-call with 2-3 days' notice</li> <li>• Varying hours available weekdays, evenings, and weekends</li> </ul>	
<b>Benefits to Volunteer</b> <ul style="list-style-type: none"> <li>• Acting as a positive role model in the lives of women and children who have experienced trauma</li> <li>• Networking with others with similar interests</li> <li>• Satisfaction of seeing immediate results of a job completed</li> </ul>	
<b>Contact Information</b> <ul style="list-style-type: none"> <li>• Volunteer Coordinator Nikki Knopp 403-270-7240 Ext. 117 n.knopp@brendastraffordsociety.org</li> </ul>	
<b>Growth Potential</b> <ul style="list-style-type: none"> <li>• Helping Hand Lead</li> <li>• All other Volunteer Roles</li> </ul>	<b>Complimentary Volunteer Roles</b> <ul style="list-style-type: none"> <li>• Donations Station</li> <li>• Home Décor Coordinator</li> </ul>