



Victoria Native Friendship Centre
Internal/External Employment Opportunity - **Youth Team**
Maintenance Support Worker
1 FTE Student Position



Working as part of the Youth Team and under the supervision of the Maintenance Team, the Maintenance Support Worker will assist with the maintenance and care of the Friendship Centre including indoor and outdoor spaces.

DUTIES, KNOWLEDGE and ABILITIES: (including but not limited to, others may be assigned)

- Assist with the daily maintenance of the Friendship Centre, which is a 38,000 square foot facility that includes a daycare, gymnasium, amphitheater, industrial kitchen, meeting rooms, and outdoor playgrounds and a vegetable garden. There is also a daycare in a separate building, a portable and an indoor/outdoor carving shed.
- Assist in garden project by managing watering, weeding and pest deterrence, as well as oversight of the gardening supplies.
- Complete special projects related to property improvements and exterior maintenance, such as painting, pressure washing and landscaping.
- Support the efforts of the Occupational Safety and Health (OSH) Committee by assisting in building inspections and creating a project list for the Maintenance Team.
- Must be able to work independently, as part of a Team and be reliable and self-motivated.
- Must relate well co-workers, other professionals.
- Must be able and willing to work in partnership with other programs and resources.
- Must be prepared to act as a role model for healthy lifestyle choices and demonstrate respect for people of all ages.
- Must maintain professional standards and maintain confidentiality to families.

ELIGIBILITY and ASSETS:

- Candidates must be full-time students aged 15 - 30 years, who intend to continue their studies in the fall semester.
- Candidates must be able to provide a clear Vulnerable Sector Criminal Records Check, within the last 6 months.
- Valid BC Class 5 driver's license and clean driving record an asset.
- First Aid an asset.

SALARY: \$12.65/hour
HOURS: 35 hours a week
TERM: 14 - week term contract
COMMENCES: Monday, May 21, 2018

**Please submit your resume and cover letter attention to
Ron Rice, Executive Director**
(by mail / fax / email to admin@vnfc.ca or in person)

No phone calls please, only those selected for interviews will be contacted.
An eligibility list will be established.

Closing Date: May 14, 2018 at 4:30 pm

Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants of Aboriginal Ancestry.
Please self-identify.

Victoria Native Friendship Centre
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