



YMCA-YWCA
of the Central Okanagan

*We build strong kids,
strong families,
strong communities.*

Job Title: MAINTENANCE/HOUSEKEEPING VOLUNTEER
Shift: Varied shifts available Mornings, Afternoons, Evenings, or Weekends
Working With: Staff/Volunteers, Y Patrons, and Independently

Join the Y to be fulfilled, be inspired and make a difference every day...

We are seeking a **Maintenance/Housekeeping Volunteer** who is friendly, resourceful, well-organized, and enjoys cleaning. If that sounds like you, then this is your ideal place to help build strong kids, strong families, and strong communities.

The YMCA-YWCA of the Central Okanagan is a trusted, responsive charity that has been a part of our community for almost 30 years. The Y is committed to building strong kids, strong families and strong communities and strives to weave the core values of caring, honesty, respect and responsibility into all of our programs including: health, fitness & recreation, child care & day camps, youth leadership, employment, education and training, community outreach and international development. Y programs provide experiences to over 20,000 people per year in the areas of fitness, childcare, employment and aquatics with 43% of them being children & youth.

This position will work closely with our Facility Operations Director and will be responsible for carrying out a daily cleaning checklist. The main objective is to create a welcoming environment for children and families by helping to maintain a clean and safe facility. Our facilities are open to all to service a diverse population. We strive to create a friendly and welcoming atmosphere for all to enjoy.

Duties & Responsibilities:

- Identify and perform light cleaning duties around the facility.
- Work independently by following direction from supervisors
- Enhance each and every individual's experience at the YMCA-YWCA
- Support and work as part of a staff/volunteer team ensuring excellent customer service.
- Provide leadership and guidance
- Perform other related duties as required by Staff, Supervisors, and Managers.

Knowledge, Skills and Abilities on the Job:

- Enjoys cleaning
- Promotes Y Values and is a positive role model
- Enthusiastic, Encouraging and Motivating
- Adaptable
- Able to follow directions and at times work independently

Competencies:

Commitment to Mission, Vision and Values: Demonstrates and promotes a personal understanding of and appreciation for the mission, vision and values of YMCA-YWCA of the Central Okanagan.

Service Attitude: Identifies needs and wants of members/participants as priority and responds in an effective and timely manner to enhance every person's Y experience.

Relationship Building: Works proactively to develop positive relations with participants, staff and volunteers to encourage personal growth.

Quality: Constantly seeks to improve programs and service to ensure customer satisfaction.

Welcoming: Treats everybody in a friendly and respectful manner while going out of their way to put people at ease.

Safety First: Acknowledges and understands how to manage and educate others of risk and harm reduction.

Initiative: Ability to work independently and to ask for further direction when needed.

Qualifications:

- A Satisfactory Criminal Record Check
- Successful Completion of Reference Checks
- In an attempt to maintain our quality service to our members and community we request a minimum commitment of one shift per week whenever possible for at least 6 months continued service. This allows us to build schedules and offer additional programming to our community.

Our Commitment to our Volunteers:

As a volunteer with the Y family, we offer you a rewarding and fulfilling environment, opportunities to gain valuable experience, skills, training, and certifications. In addition, we want our volunteers to have:

- Meaningful volunteer experiences in a safe and secure environment
- A place in a supportive, caring, professional team
- Free child minding (when available) for your children while you volunteer for the Y
- Regular opportunities for volunteers to provide input and suggestions, both informally and through volunteer surveys
- Formal YMCA-YWCA orientation and training for all volunteers
- The opportunity to participate in YMCA Canada training programs
- Volunteer appreciation events
- Being a part of a broad mix of people who bring diverse perspectives and talents to the YMCA-YWCA of the Central Okanagan
- An interdisciplinary culture that allows volunteers to explore different jobs through our various Core Programs and Departments
- Volunteers can also receive free certifications in First Aid and CPR-C
- Fitness evaluations and course cost reimbursement for Y Volunteer Fitness Instructors (please inquire for further details)
- Advance your skill set, experience, and references to improve your resume
- Build confidence and valuable training for future employment

To learn more about the YMCA-YWCA of the Central Okanagan, visit our website at www.ymca-ywca.com.

To experience the rewards and joys of giving...

Contact us to find out how you can become a Y Volunteer:

Kelowna Family YMCA-YWCA
Coreen Hemingway, Child and Youth Director
375 Hartman Road
Kelowna BC V1X 2M9
250.765.5916 ext 220

E-mail: chemingway@ymca-ywca.com