



Victoria Native Friendship Centre
External Employment Opportunity
Maintenance Support Worker



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

DUTIES: Other duties may be assigned

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, washrooms, and outdoor playgrounds and 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 improvements and exterior maintenance, such as painting, pressure washing and landscaping.
- Support the efforts of the Occupational Health and Safety (OHS) 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 to co-workers, community and other professionals.
- Must be able and willing to work in partnership with other programs and services.
- Must be prepared to act as a role model for health lifestyle choices and demonstrate respect for people of all ages and abilities.
- Must maintain professional standards and maintain confidentiality of families, youth and communities.

KNOWLEDGE, SKILLS AND ABILITIES:

- Must be under the age of 30 at the time of hiring, as per regulations of the funder.
- Must be able to provide a clear Vulnerable Sector Criminal Records Check, dated within the last 6 months.
- First Aid and Valid BC Class 5 license and clean driving record an asset.

EDUCATION and EXPERIENCE:

The successful candidate will possess a combination of education and experience that satisfy all or most of the following:

- Funding guidelines require applicants be under 30

SALARY: Wage scale: \$13.85/hour

HOURS: Monday to Friday (35 hours/week); 10:00am-5:00pm

TERM: June 2nd, 2019 (approx.) through to August 30th, 2019

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: June 14th, 2019 at 4:30 pm**

Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants of Aboriginal ancestry.

Victoria Native Friendship Centre
231 Regina Ave, Victoria BC V8Z 1J6
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