

Title of Role: Habitat Helper

Purpose of Role: Responsible for the upkeep and maintenance of grounds and structures (such as, weeding ,light repairs, painting, etc) in support of the care and safety of visitors, staff, volunteers, and animals at the WECHS

Qualifications:

- Must be over the age of 18
 - Establish the practice of signing in/out of shifts, adhering to shelter protocols, and maintaining a consistent attendance record
-

Time Commitment:

- Minimum 1-year commitment, attending at least 4 – 6, three-hour events annually.
-

Primary Tasks/ Responsibilities:

- Tasks dependent on event, but may include weeding, garage clean-up, repairs, maintenance, etc.
 - Signing in/out of shifts, adhering to shelter protocols, and maintaining a consistent attendance record
-

Recruitment/ Selection:

- As per WECHS volunteer selection practices, volunteers must complete:
 - WECHS Volunteer Application Form
 - Undergo an interview
 - When selected, complete a Criminal Record Check
-

Orientation and Training:

- General Volunteer Orientation
 - Buddy Shift(s) – hand's on training, practice and application of in-class training session
-

Dress Code: Closed-toed shoes, long pants, seasonal shirt/sweater
No loose jewellery
Volunteer must wear an ID badge at all times

Supervision: Volunteer Coordinator

Location: Onsite

Recommended that program descriptions be reviewed annually and updated as necessary – cross reference and update job description, based on changes.