

Handyperson

Supervisor: Various

Level: Volunteer Handypersons are ranked at a **Tier 1 position** (See brochure for details)

Position Description: Volunteer will assist in completing odd jobs around the office such as maintenance, building furniture, painting, fixing objects, etc.

Objective: Having a functioning office space allows AIDS Calgary staff to focus on supporting our clients to the highest degree.

Time Commitment:

- Times will vary with need. Volunteer will be on call and unless urgent, can complete the task at their convenience.

Responsibilities:

- Assist with any odd jobs around the office that require manual labour when the need arises
- Respect AIDS Calgary Awareness Association's confidentiality policy

Qualifications:

- Willing to assist with miscellaneous tasks
- Some experience in tasks such as maintenance, painting, etc is an asset

Training:

- None necessary

Benefits:

- Opportunity to enhance handyperson skills
- Recognition for your support
- Have a snack and make new friends
- Receive the AIDS Calgary newsletter and Volunteer newsletter

Application Requirements:

- Register with the Coordinator of Volunteer Engagement
- Complete a Volunteer application form
- Read and sign a Volunteer Contract and Oath of Confidentiality

Questions? Interested in being an AIDS Calgary Volunteer?

Contact us:

volunteer@aidscalgary.org

(403) 508-2500

Or download the application form from our website

<http://www.aidscalgary.org/getInvolved/volunteer.shtml>