**Volunteer Position Description**

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| **Volunteers’ Coordinator** | |
| **Name:** | Gemma Hogben |
| **Phone:** | 6287 8127 |
| **Email:** | volunteers@rspca-act.org.au |

**Position: Maintenance Assistant  
Department: Maintenance**

**Mission**To prevent cruelty to animals by actively promoting their care and protection.

**Vision**  
To be the leading authority in animal care and protection.

**About RSPCA ACT**RSPCA ACT cares for 4,000 companion and approx. 500 native animals each year. Our Canberra shelter is a leader in animal welfare outcomes in Australia. We are committed to finding a home for every healthy companion animal and we have no time limits, age limits, or space limits for animals in our care.   
  
RSPCA ACT operates an animal shelter, an animal cruelty inspectorate, a fully equipped veterinary clinic, a pet supply store, dog training classes a cat boarding facility and programs to support vulnerable members of the community. We are supported by dedicated staff and hundreds of volunteers who work to improve the lives of animals in the region.

**Location:** 12 Kirkpatrick Street Weston (off Cotter Road), ACT, 2611, Australia

**Hours:** Two hour shifts, in the morning or afternoon

**About the Position:**

The role of maintenance assistant is critical to ensure the RSPCA ACT buildings, grounds and assets are well maintained and presentable, within budgetary constraints.

**Key Duties**

* Assisting the maintenance officer to carry out maintenance activities around the shelter, including, but not limited to:
  + Building maintenance and cleaning;
  + Gardening;
  + General handyman work.

**Skills & Qualities**

* Ability to operate various types of power tools and machinery;
* Knowledge of various cleaning methods and use of equipment;
* Ability to perform physical tasks such as climbing ladders;
* Ability to understand and follow policies and processes;
* Ability to adhere to and follow WHS principles and practices.

**Personal Attributes**

* Positive and upbeat attitude
* Willingness to take direction
* Attention to detail

**Benefits**

* Participating in a worthwhile cause

**Induction and training**

* RSPCA Volunteer Induction
* Area specific training with a member of staff

**Additional requirements**

* Uniform Compliance
* Working with Vulnerable People Registration
* Six month commitment to volunteering with the RSPCA