



# RIDING FOR THE DISABLED ASSOCIATION BRIGADOON INC

Developing abilities & enriching lives through therapeutic  
and recreational equestrian activities



## ROLE DESCRIPTION

### MAINTENANCE VOLUNTEER

#### Responsible To:

- The Facilities Manager
- The Centre Volunteer Coordinator
- The Centre Committee

#### Role

The role of maintenance volunteers is to assist the facilities manager in the up keep of the centres facilities.

#### Responsibilities and Duties

- Consider volunteering a serious commitment
- Work constructively as part of a team
- Be friendly, polite, courteous and professional. Be reliable, punctual and honest.
- Carry out regular maintenance duties as per the maintenance register or facilities manager.
- Maintain confidentiality in all issues pertaining to clients
- To notify the Centre of planned days of attendance
- Demonstrate support and commitment to the policies and procedures of the organisation, including the RDA Occupational Health & Safety Policy and exercise a Duty of Care as required under the Occupational Health & Safety Act 1984. (The policies and procedures are in the RDAWA Resource Manual available for reading in the office of our Centre Club House.)
- Undertake training as needed
- Maintain effective communication with all staff and volunteers
- Wear the identification badge provided by the Centre and wear neat, suitable clothing that enables the execution of all duties and which gives a good impression to the Community.

#### Rights

- To be treated as an equal and as a valued member of "the team"
- To receive sufficient orientation and ongoing training to fully prepare for the role
- To be given a role suited to your temperament, abilities and skill level with consideration for personal preference
- To reimbursement for certain expenses in relation to your volunteering as decided at Committee level
- To be covered by RDAWA's current insurance policy
- A clearly written role description

- Know who you are accountable to
- Be recognised as a valued team member
- Be supported and supervised in your role
- A healthy and safe working environment
- Say “NO” if you are uncomfortable with expectations of you
- Be informed and consulted on matters which directly or indirectly affect you or your work as a volunteer
- Be made aware of the grievance procedures within the organisation

### **Skills and Knowledge**

Ideally a maintenance volunteer is someone who:

- Has a general understanding of maintenance activities
- Is patient, kind and committed
- Has the flexibility and ability to deal with all types of weather
- Has a reasonable level of fitness
- Has a willingness to undergo training in the role
- Is a pleasant and caring personality
- Is Courteous and punctual
- Is reliable

### **Attachments**

- Code of Practice Governing Volunteers involved in RDA
- RDA Brigadoon Mission Statement

***I have read this Role Description and I agree to undertake these tasks to the best of my ability and agree to read the information given in the Volunteer Information Booklet.***

Volunteers Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Centre Volunteer Coordinators Signature: \_\_\_\_\_

**Established:** January 2009

**Revised:**

**Next Review Date:** October 2009