



The CANADIAN CANOE MUSEUM
Le MUSÉE CANADIEN *du* CANOT

Maintenance & Repairs – Volunteer Job Description

Volunteer title	<i>Maintenance & Repairs Assistant</i>
Reports to	<i>Assistant Curator</i>

Purpose

This position reports to the Assistant Curator in supporting the maintenance and repairs of our facility. The main focus of this role is to assist with ongoing maintenance, upkeep and repairs of our current facility, including but not limited to lawn maintenance, basic construction and plumbing, and painting.

All tools and equipment will be supplied.

Duties and Responsibilities

** If you are interested in only one aspect of this position, please still get in touch!*

- Painting and power washing
- Basic woodworking including trim installation, sanding and finishing wood surfaces
- Cocking
- Simple plumbing
- Putting up shelves, hooks, signs, etc.
- Lawn maintenance including mowing, weeding,
- General repairs around the museum

Qualifications

- Experience with general maintenance tasks and small tools
- Ability to safely perform tasks without supervision
- Dependable and responsible
- Ability to lift and carry up to 50 lbs.

Time Commitment

This position requires a commitment of 1-2 shifts (approximately 3-4 hours) per week on average, but will vary based on the to-do list.

Volunteer Signature: _____

Date: _____

Staff Signature: _____

Date: _____