



VOLUNTEER JOB DESCRIPTION

Housekeeping

Volunteer Supervisor: Volunteer Services Administrator

Program Supervisor: Prince George Family Y Centre Manager

As a YMCA volunteer you make a difference by being a part of a community of people that helps individuals and our community succeed. You are an essential part of an organization that delivers lasting personal and social change for you, your family, your community, and communities across Canada. You will be a critical part of an effective and leading international charity with strong values and a mission to build healthy communities through programs and advocacy.

Responsibilities

1. To ensure a clean and well-maintained YMCA facility & cleaning processes are completed in a safe manner.
2. To be responsible for the safety and security of YMCA members at all times while volunteering.
3. To respond to members' concerns in a helpful and positive manner & redirect, or help, to seek answers.
4. To attend meetings, planning sessions and training events as required to learn new skills.
5. To be in uniform when on duty: black pants; appropriate solid colour top (tank tops are not acceptable), and name tag is to be worn at all times. Clothing should be clean and in good repair.
6. To notify your supervisor of absences a minimum 24 hours in advance & start your shift on time and as per *Volunteer Policies and Procedures*.

Duties

- Laundry duties such as collecting towels from change rooms and deliver to laundry room, load and unload washers and dryers, fold towels and deliver to Member Services
- To conduct walk through(s) of the facility and pick up towels, clean fitness equipment as needed or rotationally
- Collect laundry bins, pick up garbage, and complete cleaning duties as listed on the daily schedule.
- To ensure that all areas are clean, safe, and well organized by reporting any significant facility **or** equipment repair, replacement or cleaning requirement, and any health and safety hazards at all times when volunteering at the YMCA of Northern BC.

Statement of Understanding

- I understand that as volunteer at the YMCA of Northern BC I am expected to conduct myself in a manner that is ethical, legal and will reflect well upon the YMCA and that I will not put myself in a situation of conflict of interest.
- I also have filled out the above application to the best of my ability and all the information given is valid and correct.
- I understand that the volunteer membership is individual, non-transferable, non-refundable and has absolutely no cash value.
- I understand that failure to comply with the above will result in termination of volunteering and volunteer membership.

Volunteering with the YMCA of Northern BC is conditional on a clear Criminal Record Search and Vulnerable Sector Search and ongoing volunteering is subject to you maintaining that status. If during the course of volunteering you are charged and/or convicted of an offence, you must promptly report such information to your supervisor.

Volunteer Name (please print)

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Volunteer Signature

Updated January 2024

Date

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