

ASYLUM SEEKERS CENTRE – VOLUNTEER JOB DESCRIPTION

POSITION TITLE	Maintenance Volunteer
SUPERVISOR	Director
TIME COMMITMENT	1 year volunteer commitment 4-8 hours per month; Flexible for duties as required
LOCATION	Asylum Seekers Centre
START DATE	ASAP
REVIEW/END DATE	3 Month review
TRAINING	Compulsory attendance at ASC Introductory Volunteer Session

POSITION DESCRIPTION

A Maintenance Volunteer is required to perform basic maintenance of buildings, grounds, equipment and other small jobs at the Asylum Seekers Centre that may be required from time to time.

Established in 1993, the Asylum Seekers Centre of New South Wales (ASC) is an independent, not-for-profit, non-government organisation providing a welcoming environment and front-line support for community-based asylum seekers living in greater metropolitan Sydney.

ASC is located in Surry Hills, Sydney, in premises owned and maintained by our core benefactors - the Good Shepherd Sisters.

SKILLS/EXPERIENCE

- Maintenance, carpentry or other general handy-person experience
- Extremely reliable and flexible
- Politically aware and interested in Australian asylum seeker and refugee issues
- Sensitive to cross-cultural issues
- Divers license and access to own car/van
- Access to own tools and equipment for general DIY tasks

KEY DUTIES AND RESPONSIBILITIES

- Maintain the ASC and its environs in a safe, clean and secure condition
- Liaise regularly with the Director and other staff to perform monthly and yearly maintenance tasks as needed

- Attend to other maintenance issues as they arise
- Organise quotes for specialised work and order equipment
- Report to Director as required
- Work in conjunction with ASC staff

PERFORMANCE MANAGEMENT

- 3 monthly review with Director

TRAINING

Compulsory attendance at ASC Introductory Volunteer Session which includes:

- Introduction to refugee issues
- Outline of refugee policy in Australia
- The role and responsibilities of the volunteer
- Strategies in working with asylum seekers

VOLUNTEER BENEFITS

- Making an invaluable contribution to asylum seekers ability to communicate;
- A challenging and rewarding experience;
- An opportunity to meet new people and share ideas;
- An opportunity to keep abreast of the latest issues regarding asylum seekers;
- Ongoing training.