



Housekeeping Services Associate

This position description is intended to describe the general nature and level of work being performed by people in this category. It is not intended to be an exhaustive list of all responsibilities, duties and skills required of people in these positions.

Work Team:	Community Services
Reports To:	Housekeeping Services Lead, Community Services Manager
Position Classification:	Summer Seasonal Head, Long-Term volunteer
Length of Service:	3-4 month commitment, 1+ year commitment

POSTION SUMMARY

Under the supervision of the Housekeeping Services Lead, Services Associates assist in leading both housekeeping and laundry services, to ensure public spaces are properly and regularly cleaned and maintained, Village linens and other textiles are laundered, and the Village maintains a tidy and pleasing aesthetic for all Villagers to enjoy. This role is cross-trained in both housekeeping and laundry.

MAJOR FUNCTIONS (principal duties and responsibilities; such as categories supported, staff size, volume managed, etc)

Specific responsibilities include but are not limited to the following:

- Housekeeping tasks: cleaning lodges, guest rooms, and program facilities.
- Laundry tasks: washing, hanging and folding linens.
- Supervision of short-term volunteers that assist in housekeeping, laundry, or both.

KNOWLEDGE AND SKILLS REQUIREMENTS (position specifications; such as knowledge/education, skills, problem solving/decision making, risk/bottom line results, management responsibility – people and functions)

Specific knowledge and skills include but are not limited to the following:

- Strength to lift and carrying items through the day.
- The ability to spend 6-hours a day working on your feet.

- Excellent communication skills.
- Attention to detail and excellent hygiene practices.
- The ability to work independently and collaboratively.
- Upholds a strong belief that proper maintenance of physical space is an important way of demonstrating care towards and welcome to its inhabitants.

COMMUNITY EXPECTATIONS (particular knowledge/skills related to client and/or agency needs)

Long-Term Volunteer

- Enthusiasm for and ability to work in a remote wilderness setting.
- Willingness to participate in a mutual review after 6-months.
- Pledges to work in ways that support and fulfill Holden Village's [Mission, Vision, and Values](#) and commits to the terms of the [Community of Practice Agreement](#).
- Abides by Holden Village's [Community Health Protocols and Practices](#).
- Extends genuine hospitality to all villagers.
- Upholds and works to further Holden Village values of diversity, equality, respect, sustainability, and spirituality as articulated in the [Strategic Plan](#).
- Be a community leader and role model by serving the village in roles such as First Response Team, Fire Brigade, Worship, and other program events and activities.
- Help new staff and volunteers integrate into the community.

Seasonal/Short-Term Volunteer

- Enthusiasm for and ability to work in a remote wilderness setting.
- Pledges to work in ways that support and fulfill Holden Village's [Mission, Vision, and Values](#) and commits to the terms of the [Community of Practice Agreement](#).
- Abides by Holden Village's [Community Health Protocols and Practices](#).
- Extends genuine hospitality to all villagers.
- Upholds and works to further Holden Village values of diversity, equality, respect, sustainability, and spirituality as articulated in the [Strategic Plan](#).

COMPENSATION & BENEFITS

As a Long-Term Volunteer, you are eligible for the following compensation and benefits:

- \$550/month stipend
- Food (three meals/day)
- Housing & utilities
- Free parking at Fields Point
- Health insurance (medical, dental and vision)
- Basic life insurance
- Life Flight membership (emergency helicopter transportation based on medical need)
- Simple IRA account
- 37 "out" days per year
- 14 one-way boat tickets per year

- 21 friends & family days and 21 half-price friends & family days per year
- Access to amazing hiking opportunities, community events, teaching sessions, art studios and other educational opportunities!

As a Summer Seasonal Head, you are eligible for the following benefits:

- \$350/month stipend
- Food (three meals/day)
- Housing & utilities
- Free parking at Fields Point
- Boat tickets commensurate with length of commitment
- Out days commensurate with length of commitment
- Friends & family days commensurate with length of commitment
- Access to amazing hiking opportunities, community events, teaching sessions, art studios and other educational opportunities!