



Services Assistant

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:	Services Associate, Services Lead, Community Services Manager
Position Classification:	Short-Term Volunteer
Length of Service:	2+ week commitment

POSTION SUMMARY

The Services Assistant works under the direct supervision of the Services Associates helping to maintain Village cleanliness by assisting with housekeeping and laundry tasks in the Village.

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.

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 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.

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

- 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 Short-Term Volunteer, you are eligible for the following benefits:

- Food (three meals/day)
- Housing & utilities
- Free parking at Fields Point