



Casual Maintenance Volunteer

Organization: The Doorway

Location: Bay 10, 2808 Ogden Road SE

Time Commitment: Flexible scheduling based on volunteer availability and organizational needs, for a minimum of six months

Mission & Vision:

Making change possible by empowering young people to take steps towards a better quality of life. Our vision is an equitable world where young people have the tools to thrive.

About Us:

The Doorway is a participant-driven organization that empowers young people as they transition away from street life and into stable and secure housing. At The Doorway we believe that transition is about changing more than where you sleep, it's about changing the way you see yourself and the world around you. The Doorway community is about meeting young people where they are at, without judgement. We are passionate about listening, empathy, empowerment and self-determination. Our team works collaboratively, operating with the understanding that each participant has knowledge and wisdom and is the expert in their own lives.

Role Overview:

The Volunteer Maintenance Person supports The Doorway by helping maintain a safe, clean, welcoming, and functional environment for participants, staff, and volunteers. This role assists with general building upkeep, minor repairs, seasonal maintenance, and organization of maintenance supplies and equipment.

Key Responsibilities

- Perform minor repairs and basic maintenance tasks such as fixing doors, tightening fixtures, replacing light bulbs, and assembling furniture.
- Support cleanliness and safety throughout the building by identifying and reporting hazards or maintenance concerns.
- Help maintain tools, equipment, and storage areas in an organized and safe manner.
- Assist staff with room setups, moving furniture, and facility preparation for programs or events.
- Monitor maintenance supply levels and communicate needs to the team.
- Follow all safety procedures and organizational policies.
- Work collaboratively with staff and other volunteers to support daily operations.



Physical Address:

Bay 10, 2808 Ogden Road SE Calgary AB T2G 4R7

Mailing Address:

Box 46067, Inglewood RPO Calgary AB T2G 5H7

403 269 6658

friends@thedorway.ca

thedorway.ca



Qualifications & Skills

- General knowledge of building maintenance and basic repair skills.
- Ability to safely use common hand and power tools.
- Dependable, responsible, and able to work independently.
- Strong problem-solving skills and attention to detail.
- Ability to perform physical tasks including lifting, bending, standing, and working outdoors in varying conditions
- Positive attitude and willingness to support a youth-serving organization.
- Previous maintenance or trades experience is considered an asset but is not required.

Time Commitment

- Flexible scheduling based on volunteer availability and organizational needs.
- Opportunities available for weekly, bi-weekly, or project-based support.

Training & Support

- Orientation to The Doorway and its process.
- Safety procedures and site-specific guidance.
- Ongoing support from staff.

Screening Requirements:

- Interview with the Volunteer Coordinator
- Police Information Check (PIC) through Calgary Police Service – The Doorway will cover the cost of this security check and will provide instructions and support about the process.

How to Apply:

- Email volunteer@thedorway.ca with a short email about why you are interested in this volunteer position, as well as a resume.