handy person / INSTRUCTOR

**Position Summary**

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| **Position:** | Handy Person / Instructor  |
| **Reports to:** | Chief Operating Officer |
| **Remuneration:** | This is a volunteer position. |
| **Hours:** | Approximately 3 hours per month |
| **Start date:**  | ASAP |
| **Term:** | Ongoing |
| **Location:** | Various |

**About I’m Still Learning**

**I’m Still Learning** empowers and builds self conﬁdence in people who have lost partners or live alone through replicable practical learning and development life skill programs such as Basic Home and Car Maintenance courses**.**

**Purpose**

The role of the Handy Person / Instructor is to empower and instruct the participants of the course on how to complete any one or more of the relevant basic home maintenance tasks.

**Responsibilities**

* Using the I’m Still Learning materials lead the group learning and give practical demonstrations and assistance.
* Assist in the set- up and pack up of the room.
* Provide guidance and assist students as requested.
* Help participants to fully participate and stay focused on the tasks.
* Safeguard the health and safety of yourself and participants at all times.
* Communicate, consult and co-operate with other volunteers of I’m Still Learning.
* Provide input into new updated course guidelines.
* Make sure all equipment is in good working order and bring faults of equipment to the attention of the Class Facilitator as soon as possible.

**Personal Attributes**

* Competent on relevant task.
* Good communication skills.
* Friendly with a good sense of humor.
* A person who can develop good relationships internally and externally.
* Good time management skills.
* Forward thinking and committed to meeting the overall goals of I’m Still Learning.
* Work collaboratively with other volunteers.
* A good listener and attuned to the interests of students and other volunteers.
* A good role model and a positive image for I’m Still Learning.

**What we offer**

We care and value our volunteers and acknowledge the contribution that each one of them makes to our success. You will have the opportunity to make a positive and lasting impact on the lives of participants who have potentially lost a life time partner.

We will be happy to support your future job opportunities with written references and acknowledgement of the work which you have completed.