

# Position Description

---

<b>Position:</b>	<b>Maintenance Volunteer</b>
<b>Supervisor:</b>	Operations & Property Manager
<b>Location:</b>	Based at ASRC Footscray
<b>Time Commitment &amp; Availability:</b>	Typical commitment is 1-2 shifts per week, for a minimum period of 12 months, with some flexibility. Shifts are currently available on Mondays, Wednesdays and Fridays from 9.30am - 3.30pm.

## Position Purpose

Maintenance Volunteers support the Operations & Property Manager at ASRC Footscray by carrying out day-to-day maintenance that keeps the centre running smoothly. They bring practical skills across a wide range of repairs and take on general upkeep tasks, odd jobs and routine fixes to ensure the facilities remain safe, functional and welcoming for everyone who uses the space.

## About the Program: Office Management

The Office Management program supports the overall functioning of the ASRC by strengthening the centre's operational capacity. It oversees core activities such as facilities management, day-to-day operations and the systems that keep the organisation running effectively. By maintaining a well-organised, safe and functional environment, the team enables staff, volunteers and members to focus on delivering services and support across the ASRC.

## Organisational context

The Asylum Seeker Resource Centre (ASRC) is Australia's largest independent organization providing aid, employment, health services and advocacy for people seeking asylum. Powered by over 500 volunteers and 200 staff, we create welcoming and inclusive environments. Our organisational values are **Welcoming, Authentic, Courageous** and **Collaborative**.

## Key Responsibilities

Assisting the Operations & Property Manager with daily facilities management projects and tasks as requested including:

- Support routine maintenance by coordinating minor repairs and checks
- Offer practical input on small improvement or construction ideas
- Complete light installation or basic carpentry within safe limits
- Address simple plumbing issues such as a blocked sink
- Assist with ad-hoc or urgent low-risk maintenance tasks
- Identify and report OH&S concerns
- Flag major repair needs requiring specialist trades
- Take fleet vehicles for scheduled servicing

Note: there is no requirement to complete electrical work unless the volunteer has relevant qualifications.

## What We're Looking For:

### Essential:

- Commitment to the rights of people seeking asylum and ASRC values (Collaboration, Welcome, Courage, Authenticity)
- Good communication and teamwork skills
- Reliability and willingness to commit to agreed volunteer hours

### Desirable:

- Prior experience in a similar role
- Lived experience as a person seeking asylum, or from a refugee background
- Knowledge of the policy context of practice with asylum seekers visa categories/conditions, and the barriers faced by people seeking asylum in Australia

ASRC values lived experience, passion and commitment to justice and human rights for people seeking asylum over formal qualifications. You are encouraged to apply even if you do not meet every criterion.

## **Compliance:**

Before commencing with ASRC you will be required to complete the following:

- Police Check
- Working with Children Check
- Volunteer Agreement
- Volunteer Training
- 3-Month Review Period