



WOODLAND  
CULTURAL CENTRE

## **Operations Volunteer**

**Job location:** Woodland Cultural Centre

### **Volunteer responsibilities and duties:**

- Maintaining property
- Moving boxes, furniture, and other items as needed
- Gardening, landscaping, and removing snow
- Painting and other decorative modifications
- Utilizing small equipment (i.e. weedwhacker)
- Directing traffic for events
- Removing garbage
- Setting up and tearing down events
- Other duties as needed

### **Impact of the role:**

The Operations Department accomplishes the essential work to keep the Woodland Cultural Centre physically running. From maintenance to beautification and everything in between, Operations is the go-to department that makes the Centre an accessible, clean, and attractive place for all who visit.

### **Qualifications:**

- Positive attitude
- Time management and punctuality
- Willing to learn new skills and develop existing skills
- Manual labour (lift up to 40lbs)
- Housekeeping skills
- Attention to detail
- Yard work including landscaping and snow removal
- Interpersonal skills
- Trained in WHMIS an asset
- Able to work outside in various weather
- Ability to work independently and as a team
- Proof of police record check (vulnerable sector)

### **Time commitment:**

Up to five hours a day, up to five days a week (typically between Monday-Friday and between the hours of 9:00-16:30) and as requested for Special Events.

### **Work environment:**

184 MOHAWK ST. BRANTFORD, ON. N3S 2X2  
WOODLANDCULTURALCENTRE.CA  
519-759-2650



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W O O D L A N D  
C U L T U R A L C E N T R E

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The Operations Department functions out of the Woodland Cultural Centre, the former Mohawk Institute Residential School, and on the grounds of both. The former Mohawk Institute building has stairs and is currently non-accessible otherwise.

**Supervision:**

You will report directly to Alex Montour, Manager of Operations. The Volunteer Program Coordinator will provide additional training and support.

**How to apply:**

Please complete the [Volunteer Application Form](#) and submit to [volunteer@woodlandculturalcentre.ca](mailto:volunteer@woodlandculturalcentre.ca)

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