

Volunteer Maintenance Assistant

WHERE

York Explore (city centre)

WHAT WILL I BE DOING?

The Volunteer Maintenance Assistant will support Explore by helping to keep buildings safe, tidy and welcoming. This role involves carrying out light maintenance and basic DIY tasks to improve the condition and presentation of library and archive facilities for staff, volunteers and visitors.

HOW WILL I BE HELPING YOU?

We are looking for volunteers who will take pride in helping maintain our library, ensuring it remains a welcoming space, and preserving the character of this Grade II listed building.

TASKS

- Carrying out basic DIY repairs, such as fixing loose fittings, shelves, handles, or minor fixtures
- Fixing and maintaining locks, including simple adjustments or replacements where appropriate
- Supporting with painting and decorating, including touch-ups and minor refurbishment work
- Tidying facilities, including store cupboards, work areas, and external areas as required
- Identifying and reporting maintenance issues that require specialist attention
- Working safely at all times and following Explore York health and safety procedures
- Supporting staff and other volunteers in maintaining a positive and welcoming environment

SKILLS AND EXPERIENCE

Essential:

- Practical DIY skills and confidence using basic tools
- A methodical and reliable approach to tasks
- Ability to work independently and follow instructions
- Awareness of health and safety considerations

Desirable:

- Previous experience in maintenance, caretaking, or DIY roles
- Experience of painting and decorating
- An interest in supporting community spaces such as libraries and archives

PERSONAL QUALITIES

- Friendly and approachable
- Reliable and punctual
- Takes pride in their work
- Willing to learn and support the wider team

WHAT WILL I LEARN?

- You will build your confidence by interacting with a wide variety of people.
- Gain practical experience and develop DIY and maintenance skills
- Contribute to the upkeep of valued community spaces
- Meet new people and be part of a friendly, supportive team
- Satisfaction of making a visible difference to local libraries and archives

Training provided:

- Induction and site-specific training will be provided
- Health and safety guidance relevant to tasks undertaken
- Ongoing support from the Explore York team

HOW MUCH TIME DO I NEED TO COMMIT?

Opportunities to volunteer are available from Monday to Sunday depending on where you would like to volunteer. Exact hours will be negotiated and agreed to suit both you and the site.