



United Way
Perth-Huron



UNITED
HOUSING

Volunteer Posting

Position: Volunteer Property Maintenance Assistant

Hours: Part time 6-10 hrs of volunteer time per week

Location: United Way of Perth-Huron, United Centre 32 Erie Street, Stratford, ON

Reports to: Property Manager

Volunteer Job Purpose

The Volunteer Property Maintenance Assistant will support the Property Manager of the United Centre facility in Stratford Ontario with monthly facility inspections, as well as managing the garbage and recycling collection and some general maintenance requirements.

Responsibilities

1. Monthly building inspections
2. Garbage and recycling schedule (as of Jan 2026)
 - Monday (between 3:30 and 5 pm) Bag, tag and place garbage at curbside from front entrance door
 - Tuesday (between 3:30 and 5 pm) Put out all recycling at curbside from front door
 - Thursday (between 3:30 and 5 pm) Bag, tag and place garbage at curbside from front entrance door. Take Green bin from outside 2nd floor parking lot door and put with garbage at curbside.
3. General maintenance items as required
4. Moving of furniture, equipment, etc as required
5. Meet with contractors and provide general assistance if required

Job Qualifications

Education

A secondary school diploma or GED is preferred but not required for the role. There may also be a preference for applicants who have attended a trade school for carpentry or related courses or have general building maintenance knowledge and/or a mechanical aptitude.

Experience

- Highly suitable for a retired individual with experience in general building maintenance and/or is mechanically minded
- Volunteer experience would be an asset

Knowledge, Skills, Abilities

- Personable
- Highly organized
- Strong work ethic
- Reliable – ability to meet schedules
- Ability to lift to 50lbs easily, climb stairs and move heavy furniture, equipment and supplies
- Some basic knowledge of building maintenance

Volunteering for the United Way Perth-Huron (UWPH)

UWPH is a 100% local organization working to address #UNIGNORABLE issues like poverty, homelessness and mental health in our communities. Thanks to UWPH and people across the region, over 34,000 of the most vulnerable in Perth and Huron Counties have a brighter future. UWPH staff and volunteers are passionate about the community they work and live in. If you are interested in being part of a close-knit caring team, working in a fast-paced and fluid environment and are ready to create local impact, we look forward to receiving your application.

Contact Information

Those interested are asked to submit a cover letter and resume outlining qualifications by February 1, 2026, to:

HR Lead
United Way Perth-Huron
32 Erie St., Stratford, ON N5A 2M4
Email: kbrowne@perthhuron.unitedway.ca

Please identify Volunteer Property Maintenance Assistant Job Posting in the subject line.

Those who qualify will be contacted and required to complete a volunteer application.

Thank you for your interest in volunteering with the United Way Perth Huron