

Kinbrace Volunteer Job Posting - Property Steward

Join the team of a growing, established organization based in Metro Vancouver providing housing, education, and support with refugee claimants.

Job Purpose:

The Property Steward is a volunteer responsible for light maintenance and stewardship of the two Kinbrace houses, their apartments, and the surrounding grounds to ensure the physical space is functioning optimally and hospitably, critical to Kinbrace's mandate.

About Kinbrace:

The Kinbrace community welcomes refugee claimants with housing, education, and support. Located in Vancouver, BC, Kinbrace contributes to the welcome of refugee claimants across Canada.

Kinbrace's dream for each refugee claimant is a world of welcome, a community of belonging, and a life of opportunity.

The Kinbrace community is rooted in the Christian tradition, drawing its inspiration from the ancient summons to

- welcome as we would want to be welcomed
- trust the stranger
- engage opportunities for personal, systemic, and cultural transformation
- celebrate the gift of life we share, and
- be attentive to the mystery and love of God.

We respond to these summons with humility and generosity, hand-in-hand with diverse others, together expressing values and action that lead to justice and dignity with and for those seeking refuge and protection.

Learn more at www.kinbrace.ca

About You:

You are a person who whole-heartedly subscribes to Kinbrace's mandate. What's more, you have a wide bandwidth of skill and capacity to fix things, identify light maintenance issues, and create quality solutions to enhance hospitable, physical space. Because you know small problems can lead to bigger and costly headaches, you are the person who tightens loose nuts voluntarily, sets a drawer to slide smoothly, and figures out why the door isn't closing quite right. Everything you touch stops squeaking, scraping, and grinding. You recognize that human activity wears things down and loosens things up, but you welcome wear and tear without getting uptight, because you know it is the inevitable - and welcome - way community is built.

While deriving immense satisfaction and meaning from doing small practical jobs and solving problems, you also enjoy people, taking time to listen and engage, leaving the world a better place after every interaction.

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You have some flexibility to your schedule (perhaps you are retired? or working part-time so you can volunteer purposefully?), are available on a scheduled and as-needed basis, have proven handy skills (basic construction, appliance, electrical, mechanical, plumbing repairs, light maintenance), can work alone or with people, and love to see projects through to the end, everything done top-notch. In a nutshell, you co-adopt the Kinbrace properties like you own them, while recognizing it is all a gift, to be given away.

Position Overview:

The Kinbrace Property Steward helps maintain Kinbrace's two contiguous properties in east Vancouver that host two houses with nine self-contained apartments, and surrounding yards.

Position Terms:

- Volunteer
- Time: variable, responsive, on-demand as needed, bi-weekly check-in and walk-through

Reports to:

- Director of Engagement

Location

- Vancouver, BC, Canada

Position Responsibilities:

Inspect and maintain Transitional Housing Units

- Goal - ensure good working order of the Units for new residents
- Number of Units - 6
- Cycle of inspection -
 - approximately every three months per unit, after residents move out and before new residents move in
 - As needed if a request is made
- Inspection includes - all components (list to be provided)
- Type of light maintenance - as needed and in discussion with Kinbrace staff

Address minor maintenance issues in Host Community Units

- Goal - ensure good working order of the Units for Host Community members
- Number of Units - 3
- Cycle of inspection -
 - As needed when a request is made

Identify, address issues, and maintain common areas of the Kinbrace properties

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- Goal - ensure safe, hospitable, functional premises to optimize Kinbrace mandate
- The properties -
 - Owned by Hawthorne Charitable Foundation, leased by Kinbrace
 - Two buildings (nick-named K1 and K2)
 - K1
 - 1912 character home remodelled into seven units, renovated in 2018, four floors, five decks, large exterior woodstair cases, laundry room, furnace room
 - K2
 - 1968 Vancouver Special up-down duplex, renovated in 2010, common dining room with kitchen
 - Large joined front and back yards, raised gardens, gates, fences, chicken coop, pergola, netted trampoline
- Cycle of inspection - ongoing and seasonal as required

Operate within clear boundaries and lines of communication of the role

- Goal - complement the roles and responsibilities of
 - Kinbrace Staff
 - Oversight of cleaning
 - Host Community
 - Oversight of gardens and yards
 - Hawthorne Foundation
 - Large infrastructure maintenance and rebuild

Respond to tasks identified and delegated by the Director of Engagement

Skills:

Candidate Qualifications

- Exceptional management and communication abilities
- Very handy and adept at fixing, creating, maintaining property
- Self-starter who defers to the community voice and to multiple stakeholders
- Comfortable using hand and power tools
- Demonstrated intercultural capacity and fluency
- Sensitive to newcomers English capacities and an ability to communicate with simple, direct language
- Experience coordinating and leading small outdoor projects
- Possesses a valid Class 5 or better BC Driver's Licence

Candidate Attributes

- Strong organizational skills, and the ability to juggle multiple balls simultaneously
- Deep integrity and humility
- Strong interpersonal and team building skills
- Astute listener and exceptional people skills
- Creative problem-solver

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- Strong base of self-knowledge
- Comfortable in interfaith settings which draw inspiration, comfort and celebration in faith principles and rituals
- Exemplifies the core values of Kinbrace: Welcome, Trust, Mutual Transformation, Celebration, and Prayer

Working Conditions / Environment (adapt to pandemic):

- May require work on some weekends (project-based)
- Some basic tools provided; bring your own for your own satisfaction

Interested in applying?

Apply by completing and submitting the [Kinbrace Volunteer Application](#).

Job posting closes when the suitable candidate is found.

While we sincerely appreciate all applications, only those candidates selected for an interview will be contacted.