

# Parkville and District Historical Society

## Volunteer Job Description

### Museum Building Maintenance Assistant

**General Description:**

Responsible for the care and upkeep of the Museum building.

**Specific Duties:**

Ensuring the cleanliness of the Museum

Ensuring that the Museum building and equipment is in good working order

Walk around outside of building to check for repairs needed, holes (potential entrances for pests)

**Qualifications:**

Current Parkville & District Historical Society member

Knowledge of Museum Practices

Tidy and organized

Able to multi-task

Mechanically inclined

Experience with construction or maintenance preferable!

**Hours:**

6 hours per month