

# Green Team Member

**Length of Assignment:** May 24, 2022 to September 3, 2022

**Hourly Wage:** \$12.68

**Job Type:** Part-time (Monday-Friday, 20 hours per week)

**Deadline for application:** 4:30 PM, May 12, 2022

**To apply:** Email a cover letter, resume, and references to [info@oseredok.ca](mailto:info@oseredok.ca)

## **General Duties and Responsibilities:**

Reporting directly to the Executive Assistant, the Green Team Member will complete landscaping duties, ensure adherence with safety protocols, and complete light maintenance tasks on the exterior and interior of the building. The Green Team Member will also help with moving, reorganizing, and processing of Oseredok's collections.

## **Primary Responsibilities and Duties:**

In accordance with Health & Safety regulations and Standard Operating Procedures Green Team Member will complete tasks which include but are not be limited to:

- The routine upkeep and maintenance of building as assigned. Duties may include priming, painting, repairs, and maintenance of the Oseredok building
- General green space maintenance and landscaping duties including gardening, lawn care, trimming and pruning of vegetation, removal of debris, etc.
- Managing collections including sorting, organizing, and moving museum items
- Assisting with tasks and activities directly related to regular programming and exhibits or seasonal events (including coordinating set-up or removal of temporary displays)
- Communicate any security and technical issues of any artwork, gallery equipment, of exhibition spaces to Oseredok staff
- Perform other duties as assigned

## **Experience and Skills**

- Strong time-management skills
- Self-motivated personality
- Ability to deal with high stress situations
- Experience in landscaping or maintenance work would be considered an asset
- Valid Class 5 Driver's License would be considered an asset
- Ability to work well independently and in a team
- Ability to follow direction, multitask, and adjust to changing procedures

**About Oseredok:**

Oseredok Ukrainian Cultural and Educational Centre is a public heritage institution with a mandate to preserve and share Ukrainian heritage in Canada. It collects, cares for, documents and interprets material related to the intellectual and cultural life of the Ukrainian community. These include, among other, objects of material culture, folk art, fine art, ethnology, and community history. The Centre shares its collections with the public through a public program of exhibitions, guided tours and affiliated activities, workshops, courses, public lectures and special events. It also provides access to its holdings for researchers and provides reference services to the public.

**Oseredok is committed to equity in all its policies, practices and procedures. We welcome applications from all qualified individuals who apply for this position. This position is funded through the Province of Manitoba's Urban/Hometown Green Team. As such, candidates must verify they meet the program's eligibility requirements before they are offered an interview.**  
([https://www.gov.mb.ca/grants/pdf/greenteam\\_guidelines.pdf](https://www.gov.mb.ca/grants/pdf/greenteam_guidelines.pdf))