



VOLUNTEER POSITION DESCRIPTION

Position Title: Immigrant Support Group Volunteer

Responsible to: Assigned facilitator

Objective of Position: To assist and support newcomers to Canada in one of the following groups: Women's, Men's, Seniors', Parenting or a Settlement specialty group or class

Position Activities:

- Follows the direction of facilitator and assists with weekly group activities
- Helps with room set-up and clearing room after each session (depending on nature of week's activity)
- Greets participants and ensures everyone feels welcomed and included
- Observes and supports participants during the session/presentation
- May involve helping group members with basic English learning activities, individually or in small groups (depending on program focus)
- Assists with field trips (as applicable)
- Other duties as required

Benefits:

Helping newcomers to Canada; interacting and engaging in an inter-cultural environment

Requirements of Volunteer:

- Knowledge of (or willingness to learn) issues pertaining to the particular immigrant services group (e.g., Men's, Women's, Seniors', Parenting)
- Cross-cultural experience or a personal commitment to learning about other cultures
- Flexible and able to take direction from facilitator
- Enjoys recreational activities and working in groups
- High intermediate level spoken English
- Energetic, friendly and enthusiastic
- A good listener, patient, supportive and empathetic to newcomers
- Proficiency in a language other than English is an asset
- Consistent attendance and reliable
- A criminal record check is required

Time and Commitment:

- 3 hours/shift, 1 shift/week
- Minimum 6 - 8 week commitment
- Position will be located at ICA or at an off-site location

Guidance and supervision provided by assigned facilitator

Updated July 2019