



Position Title: Community Engagement Volunteer

Responsible to: Development Coordinator (or designated staff)

Objective of Position: To assist the Community Engagement Team in strengthening ICA's connections and visibility within the Greater Victoria community.

Position Descriptions:

- Staffing information tables and/or attending events as an ICA representative. May include assisting with event set-up and take-down
- Greets event participants and helps them feel welcome and engaged
- Helps in the office with mailings and other office-related tasks
- Helps staff with other tasks as needed, such as running errands

Benefits:

Interacting and engaging in an inter-cultural environment; potential to increase understanding of issues facing Victoria's diverse community; opportunity to work in fun environment

Requirements of Volunteer:

- Intermediate English language skills
- Strong communication skills helpful for some tasks
- Open-minded and respectful
- Familiarity with the Greater Victoria community and Canadian culture for some tasks
- Knowledge of other languages in addition to English is an asset, but not required
- Facilitation skills helpful
- A clear criminal record check is required

Time and Commitment:

- Hours and commitment timeframe will vary depending on role or responsibility
- Volunteers will work in various locations, including ICA offices and in the Victoria community

Training and support provided by the Community Engagement staff

Created February 2020