



## CALGARY IMMIGRANT WOMEN'S ASSOCIATION

### VOLUNTEER POSITION DESCRIPTION

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**TITLE:** 55+ Craft Group

**DEPARTMENT:** Settlement and Integration

**REPORTS TO:** Arts and Crafts Program

This program provides immigrant women with the opportunity to socialize and discuss age-related topics while knitting/crocheting and doing other craft projects. All CIWA volunteers are required to provide a Police Information Check. The Volunteer Program will provide a support letter to applicants who do not already have PIC results.

#### **SUMMARY OF POSITION**

Volunteers meet every Thursday from 1:00 pm - 3:00 pm. The minimum time commitment is six months.

#### **DUTIES AND RESPONSIBILITIES**

- Attend weekly meetings
- Have access to a computer or tablet in order to use MS Teams
- Participate in knitting/crocheting or completing other craft projects
- Engage in group conversations
- Share and learn skills with other group volunteers

#### **STANDARDS OF PERFORMANCE**

- Ensure that professional approach is aligned with CIWA values
- Demonstrate a high level of initiative and enthusiasm
- Maintain confidentiality at all times

#### **QUALIFICATIONS**

- Available for any female born outside of Canada ages 55 plus
- Enjoys knitting or crocheting projects
- Enjoys sharing skills with others
- Friendly, patient, engaged, flexible, and enthusiastic
- Able to communicate in English and is detail-oriented
- Desire to help women improve themselves
- Comfortable working with people from diverse backgrounds

If interested, please contact:

Volunteer Program

Phone number: (403) 263-4414, Ext. 144

E-mail: [volunteer@ciwa-online.com](mailto:volunteer@ciwa-online.com)