



CALGARY IMMIGRANT WOMEN'S ASSOCIATION

VOLUNTEER POSITION DESCRIPTION

TITLE: Group Facilitator

DEPARTMENT: Settlement and Integration

REPORTS TO: New Friends and Neighborhood Groups Program

The NFNG program is available to supports immigrant women living in Calgary. The goal of the program is to help women practice English, build friendships, and learn about life in Calgary/Canada. 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

A NFNG facilitator will work with another facilitator to plan and lead activities each week based on the needs and the interests of the participants within the group. Each group meets once a week for two hours. Volunteers will facilitate one group only. Minimum time commitment 6 months, weekly for 2 hours.

DUTIES AND RESPONSIBILITIES

- Meet with the Program Coordinator for an initial information session
- Observe at least one group session prior to being able to volunteer
- Attend CIWA's Volunteer Orientation session AND the NFNG Facilitator's Training
- Virtually facilitate 2 hour long weekly session in Zoom
- Plan and lead group activities such as discussions, games, grammar/vocabulary, and more.
- Create a safe environment for women to make friends and practice their English
- Check in with participants to see what their interests and needs are in order to provide strategic activities for the group
- Partner with the co-facilitator to create weekly activities and discussions

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

- Active, friendly, patient, engaged, flexible and enthusiastic to create a welcoming environment
- Comfortable delivering sessions via Zoom
- Desire to help women improve themselves
- Experience with immigrants dealing with language barriers is an asset but not mandatory
- Ability to work with people from diverse backgrounds
- Awareness and sensitivity towards immigrant women's needs and concerns
- English as a first language or strong English communication skills (Benchmark 8 or higher)
- Teaching/group facilitation experience is an asset

If interested please contact:
Volunteer Program
Phone number: (403) 263-4414, Ext. 144
E-mail: volunteer@ciwa-online.com

