



CALGARY IMMIGRANT WOMEN'S ASSOCIATION

VOLUNTEER POSITION DESCRIPTION

TITLE: Program Workshop/Group Support
DEPARTMENT: Family Services Department
PROGRAM: Change Leaders

Volunteers for this position will develop leadership skills through supporting leaders and clients within a program designed to empower and make a difference through innovative service projects. Volunteers will contribute in sustaining a safe and fun environment that fosters friendships and builds self-esteem in young immigrant women ages 15-30.

SUMMARY OF POSITION

Volunteers will support in a variety of educational workshops and community events. Support is required 1-3 times a week for 4-6 hours a session, during evenings and weekends. Workshops topics will cover areas of diversity, inclusion, racism, mental health and more.

DUTIES AND RESPONSIBILITIES

- Interact and engage with Change Leaders and their project participants
- Be able to work with immigrant women of diverse backgrounds
- Be able to provide support and participate in project activities
- Assist with executing events and/or workshops

STANDARDS OF PERFORMANCE

- Genuine care for the wellbeing of immigrant women
- Must be committed during the entire intake and execution of projects
- Demonstrate a high level of initiative and enthusiasm
- Maintain confidentiality and professionalism at all times
- Follow instructions provided by CIWA staff
- Adaptability and flexibility to work on different projects

QUALIFICATIONS

- Desire to work with and empower immigrant women
- Volunteers should be warm, friendly, patient, engaged, and enthusiastic
- Awareness and sensitivity toward societal challenges faced by immigrant women
- Strong communication skills
- English proficiency is a must with a secondary language being an asset

If interested please contact:

Volunteer Program: Debra Colley

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