

VOLUNTEER JOB DESCRIPTIONS

- *Volunteers need is ongoing - throughout the year*
- *Volunteers need to be 19 years and older*
- *Having a Canadian Criminal Record Check is mandatory*

(Position Title) Available Volunteer Position	Program Name	Position Description	Position Requirements	Commitment
1. Literacy & Essential Skills Classroom Assistant – LARC (LINC Assistance and Readiness Class)	Language Training & Literacy Programs	As part of the LARC team, the volunteer for Literacy & Essential Skills classroom assistant will help the teacher in the provision of support to the learners. The primary responsibilities for this position include facilitating one-on-one support to individual learners in a classroom setting under the direction and guidance of the classroom teacher.	<ul style="list-style-type: none"> • Must possess good communication and English language speaking skills • Preferred additional languages include: Somali, Farsi, Dari, Pashto, Karen, Arabic and Swahili 	At Least 3 months, once in a week, morning or afternoon shift. Morning: 9:00am-11:00am Afternoon: 2:30pm- 4:30pm
2. One-on-One Mentorship - LARC (LINC Assistance and Readiness Class)	Language Training & Literacy Programs	To help newcomers integrate into Canadian Society by introducing them to Canadian culture and/or to the Canadian labour market. Main duties and responsibilities are: build a friendship by learning about the lives, customs and needs of the newcomer, practice conversational English with newcomer on an ongoing basis, connect newcomer to local resources and services and help newcomer navigate the job search process by assisting with resume and interview preparation	<ul style="list-style-type: none"> • Must be a resident of Canada for 3 years or more • Been employed or self-employed in Canada for at least 1 year (employment mentor) • Ability to speak English • Knowledge of local community resources and services 	At Least 3 months, once in a week
3. LINC (Language Instruction for Newcomers to Canada) Teacher's Assistant	Language Training & Literacy Programs	<ul style="list-style-type: none"> • Help students with 1 to 1 learning in the classroom • Assist teacher with field trips • Assist teacher with resource development 	<ul style="list-style-type: none"> • Meet with the teacher directly to find out about suitability • Having a teaching degree is an asset but not a necessity. • Must possess good English language written and oral skills • Must be able to work well with very low level English students from 	<ul style="list-style-type: none"> • Minimum 1 morning or evening a week Morning from 9 to 12 Evening from 6:15 to 9 Monday through Thursday.

			diverse cultural backgrounds and exercise tolerance and patience	
4. Daycare Assistant	Language Training & Literacy Programs	<ul style="list-style-type: none"> • Interact with children • help prepare art • help with clean up 	<ul style="list-style-type: none"> • Be able to deal with children between 6 months and 12yrs 	
5. Social Events Support and Fieldtrips		<ul style="list-style-type: none"> • Interact with clients and public • Greet and register clients • Serve food • Help staff during event whenever needed • Clean up after event • Provide language and logistical support in field trips 	<ul style="list-style-type: none"> • Ability to speak English • Knowledge of local community resources and services • Ability to work with immigrants and refugees • Be able to accompany 	At least 30 hours
6. English Conversation Circle Assistant	Settlement, Better At Home,	<ul style="list-style-type: none"> • Facilitate 2 hours of conversational English with a group • Participate on a drop in basis or commit full session • Build a friendship by learning about the lives, customs, cultures and needs of the newcomers. 	<ul style="list-style-type: none"> • Must have English LINC level 5 or higher • Knowledge of local community resources and services • Ability to work with immigrants and refugees 	At least 30 hours
7. Computer Class Instructor / Assistant	Settlement and Community Program	<ul style="list-style-type: none"> • Design a lesson plan for beginner and / or intermediate level computer classes • Facilitate 5 lessons of 3 hours each over a 5-week period • Be available once a week for 3.5 hours 	<ul style="list-style-type: none"> • Intermediate to advanced computer skills • Good command of English • Ability to work with immigrants and refugees 	At least 30 hours
8. Office Administrative Support	All Departments	<ul style="list-style-type: none"> • Provide clerical support to program staff to ensure effective and efficient program operations • Database management, such as putting clients' information in database • Contact clients and letting them know about events/ workshops. • Copying and filling. 	<ul style="list-style-type: none"> • Good command of English • Ability to use MS Office Word/Excel • Ability to work with immigrants and refugees 	At least 30 hours
9. Income Tax support	Income Tax Clinics	<ul style="list-style-type: none"> • Provide assistance in filing taxes for low income group people with basic yearly salary of \$30,000 (single) or \$40,000 (Family) \$35,000 (single parent with child) \$2,500 (Each additional child) • Provide assistance in filing taxes for seniors, students and others who are not self employed, no bankruptcy, no deceased, no 	<ul style="list-style-type: none"> • Must have lived in Canada for over a year at least • Must have gotten ones Income Tax filed in Canada 	Must be available between March and April of at least one tax season.

		capital gains/losses and no rental income		
10. Community Kitchen	Settlement and Community Program	<ul style="list-style-type: none"> Assist low income group clients and families to learn cooking skills, translate basic recipes and learn and apply safety measures in the kitchen Help in making all kitchen equipment available and ingredients washed and ready, under the guidance of the kitchen coordinator Help in cleaning and sanitising the kitchen and dining space before and after each session. 	<ul style="list-style-type: none"> Preferred if volunteers have some sort of cooking skills and minimum knowledge of following recipes Need to have basic English knowledge Having a second language is an asset 	At least 30 hours
11. Intergeneration Cooking Program	Settlement and Community Program	<ul style="list-style-type: none"> Getting trained as Community Kitchen Facilitator Outreaching participants Organising the group Picking up recipes Scheduling classes Able to create a recipe book Be available for special activities at the end of each 12 weeks' program Keep contact with kitchen Coordinator 	<ul style="list-style-type: none"> Must be 55+ years. have some sort of cooking skills and minimum knowledge of following recipes Need to have command of Basic English Have to be part of either Arabic, Spanish or Francophone Community of African background 	Minimum 12 Weeks commitment needed
12. Community Garden Program	Settlement and Community Program	<ul style="list-style-type: none"> Event coordination – setting up tables, food, and take in charge of coordinating games. Help in calling the clients to inform about meetings and workshops as and when needed. 	<ul style="list-style-type: none"> Must have coordinating skill set and control the crowd always with a smile. Able to converse in basic English to call clients and a second language is also an asset. 	At least 30 hours
13. RISE Mentor	RISE	<ul style="list-style-type: none"> Build a friendship by learning about lives, needs and customs of the newcomer Practise conversational English and socialize with newcomers on an ongoing basis Connect newcomer with local resources and services Assist newcomer navigate the job search by assisting with resume and interview preparation Provide language and logistical support in RISE program workshops and field trips 	<ul style="list-style-type: none"> Must be a resident of Canada for 3 or more years Ability to speak English Preferably can also speak one of the following languages: Arabic, Farsi, Dari, Nuer, Karen, Swahili or Somali Knowledge of local services and resources 	At least 3 months

14. Bundle Up Campaign Volunteer	RISE	<ul style="list-style-type: none"> • Approach local businesses and organisations in the community for donations for the Bundle Up Campaign (Marketing materials and official letter of request will be provided) • Provide support in the collection, sorting and preparation of donations for the drive • Provide support to DIVERSEcity staff during the client pick up time. 	<ul style="list-style-type: none"> • Ability to speak English • Knowledge of local resources and businesses • Ability to speak in a second language is an asset 	1 month leading up to the Bundle Up Campaign for outreach of donations and the one week of the campaign duration (Usually in Sept/Oct)
15. Refugee Support Fund Communications and Social Media Support	RISE	<ul style="list-style-type: none"> • Work with the DIVERSEcity Marketing Specialist and Manager of Refugee and Specialized Programs to develop materials such as client testimonies and stories that communicate the positive impact the Refugee Support Fund has on newly arrived refugees who are in need • Develop and implement an effective Social Media strategy • Work with the DIVERSEcity Marketing Specialist to distribute materials and communications of the Refugee Support Fund via all DIVERSEcity social media channels 	<ul style="list-style-type: none"> • Ability to read, write and speak in English • Knowledge of a wide variety of social media platforms • Demonstrated ability of using a variety of social media platforms • Excellent creative design and communication skills 	At least 3 months
16. Volunteer Drivers	Better At Homes	<ul style="list-style-type: none"> • Drive a senior from his or her home to a local destination (healthcare appointments, shopping, etc.) • Be punctual and dependable in picking up the client at the scheduled time • Stay with and assist the senior during the outing • Maintain confidentiality regarding client information • Regular vehicle maintenance to ensure safety of clients' safety belts must be available • Record hours and mileage and submit completed form to Volunteer Coordinator • Immediately report incidents, accidents, or concerns 	<ul style="list-style-type: none"> • Volunteers are required to complete an interview, and attend a mandatory orientation session prior to volunteering. • Must be physically able to perform the tasks mentioned above. • Class 5 Driver's License. Volunteer is required to submit his/her driver's abstract/history. • Be sensitive towards the limitations experienced by some seniors such as mobility and hearing/vision loss • Experience working in the community with seniors an asset. 	<ul style="list-style-type: none"> • Provide at least 2 rides per month. • Commitment for a minimum of 3 months.

17. Volunteers for Light House Keeping	Better At Homes	<ul style="list-style-type: none"> • Help seniors living independently with tasks and household chores not limited to but including help with reading, cleaning, minor repairing, walking pets, mowing the lawn, doing laundry, companion etc. • Be punctual and dependable at the scheduled time • Record hours and submit completed form to Volunteer Coordinator • Immediately report incidents or concerns 	<ul style="list-style-type: none"> • Volunteers are required to complete an interview, and attend a mandatory orientation session prior to volunteering • Must be physically able to perform the tasks mentioned above • Be sensitive toward the limitations experienced by some seniors such as mobility and hearing/vision loss • Experience working in the community with seniors an asset. 	<ul style="list-style-type: none"> • Help seniors four hours every month. • Volunteers are asked to commit to a minimum of 3 months
18. Youth Integration Program (YIP)	Settlement and Community Program	<ul style="list-style-type: none"> • Under the guidance of the YIP Coordinator, volunteers will provide training in essential skills development areas such as cross-cultural and intergenerational communication, • resume building and interview skills, • provide resources for volunteer experience, • facilitate recreational activities and field trips for youth ages 13-18. 	<ul style="list-style-type: none"> • Ability to speak English • Having a second language an asset • Open minded and be able to connect with the youth 	<ul style="list-style-type: none"> • 3 hours per week • Commitment for a minimum of 3 months
19. Citizenship and Civic Engagement Course Facilitator/Assistant	Settlement and Community Program	<ul style="list-style-type: none"> • Assist the Facilitator in delivery of course that prepares for Canadian Citizenship exam by providing group or one-on-one support to individual learners in a classroom setting 	<ul style="list-style-type: none"> • Must possess good communication and English language skills • Must have knowledge about Canadian History, Heritage and Culture and Civic Engagement 	<ul style="list-style-type: none"> • At least 3 months, 10 consecutive weeks, for 3hrs, once a week. <p>Morning: 9:30am to 12:30pm OR Afternoon: 1:00pm to 4:00pm</p>