



Volunteer Opportunities

Tel: (403) 517-8830 Email: volunteer@ciwa-online.com
 Give us a call to set up an appointment interview or to find out more information.

Intake, Settlement and Integration Department New Friends and Neighbourhood Groups

- Group Facilitators – Lead support groups for immigrant women who need to meet other women in their community. Minimum commitment is 3 hours/week for 10 months. Program runs September through June.
- Hostess – provide support to the administrative assistant at dealing with the clients such as welcome and direct clients to appropriate program, booking appointments and answering phone calls. Commitment - 4 hours / week for three months.

Cross Cultural Communicators

- Interpretation Support – Provide interpretation support for counseling sessions, accompany women uncomfortable with their level of English on appointments. Minimum time commitment is 2 hours, on-call, day time or evenings.

Legal Clinic

- Intake Volunteers – Help clients fill out the intake papers required by Calgary Legal Guidance. Minimum commitment 3 hours one day per week (4:30-7:30pm) for 6 months.

Volunteer Program

- Volunteer Trainer – Assist with the planning and delivery of new volunteer orientation/training. Minimum commitment is 4 hours a month for 3 to 6 months, flexible schedule.
- Volunteer Guide – Perform initial intake and interview with potential volunteers to the agency. Also assist with follow-up of placed volunteers. Minimum commitment 3 hours per week for 6 months.
- Special Events Volunteer – Assist staff and other volunteers with the planning and delivery of various special events. Minimum commitment 3 hours or as needed.
- Office Volunteer/ Place phone calls – Perform administrative duties to support the Volunteer Program. Flexible schedule. Minimum commitment 4 hours per week for 3 months

Craft

- Craft Volunteer – Operate the Craft Market like a small business. Create crafts, research cost effective craft ideas, take inventory, create advertisements; sell crafts at sales, etc. Minimum commitment 3 hours per week for 3 months.
- Seniors craft support – Help clients with projects. Encourage client participation. A second language an asset. 3 hours a week.

Family Service Department

Cross-Cultural Parenting

- Co-Facilitators – Assist staff to deliver workshops to immigrant parents regarding Canadian institutions and laws relating to parenting. Program specific training provided. Minimum commitment 3 hours twice per week for 6 months.

Youth Program

- Group Facilitator – Assist staff in group settings with females between the ages of 12 and 17. Work closely with youth and offer support and objective ears to help deal with issues particular to immigrant youth. Minimum commitment one lunch time per week for 4 months during school year. Groups run in several school locations.

- Tutors – Provide tutoring for Junior and High School youth in Mathematics, Science or English
- Proud Women Project – Support youth in editing unique women's stories.

CIWA (Non-Program Specific Opportunities)

Administration

- Filing Support – Help with general office administration.
- Receptionist – Works closely with CIWA's receptionist at the main office answering phones, directing calls, greeting visitors, and giving administrative support. Minimum commitment 4 hours per week to completion of 65 hours.
- Casino Volunteer – Perform duties as required by the casino (i.e. chip runner, money counter). Volunteer commitment is approximately 8 hours, one time per year.
- Community Event Representative - Represent CIWA at community and cultural events, provide information about programs and services to public, be responsible for CIWA's display and materials. Weekends and holidays.

Language Training and Child care Department

LINC (Language Instruction for Newcomers to Canada)

- Tutor/In-Class Support – Assist instructors with delivery of English as a Second Language classes and give one-on-one support to students. Minimum commitment 3 hours once or twice a week for 3 months. Day time and evening positions available
- Administrative support – Help with general office administration.
- Resources and Student Library Support – organize and maintain resources. Minimum commitment 3 hours once or twice a week for 3 months

Pebbles in the Sand

- Facilitator Assistant - Assist instructors with delivery of literacy program for women with less than six years of education in their native country. Minimum time commitment is 3 hours per week for 3 months. The program runs in the 6 different locations, twice a week.

Childcare

- Childcare Team Volunteer – Support childcare team members in supervising children up to age six. Opportunity to acquire volunteer hours needed for external certification programs. Minimum commitment 3 hours per week for 3 months..

Skills Training and Employment Services Program

Employment Workshops

- Resume Critic – Read client resumes and suggest changes to both content and grammar. Previous experience is a must. Must speak/write English as a first language. Minimum commitment 3 hours per week for 3 months. Work could be done on-line.
- Follow-up Volunteer – Call participants of workshops to see how the workshop has affected their life/career. Minimum commitment 3 hours once a month for 3 months.
- Group Co-facilitator – Assist workshop presenter in the delivery of interview workshops. Minimum commitment 3 hours once a month for 6 months.

No positions related to accounting.

Calgary Immigrant Women's Association

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