



CALGARY IMMIGRANT WOMEN'S ASSOCIATION

VOLUNTEER POSITION DESCRIPTION

TITLE: Co-facilitator

DEPARTMENT: Settlement and Integration Department

REPORTS TO: Filipino Community Development Program Coordinator

This program helps members of the Filipino community in Calgary integrate into Canadian society. All CIWA volunteers are required to provide a Calgary Policy Services security check.

SUMMARY OF POSITION

Program Facilitator volunteer provides services to CIWA for a minimum of three months. Days and times vary, depending on the programs and events.

DUTIES AND RESPONSIBILITIES

- Provide support to coordinator at group meetings
- Co-facilitate group activities
- Take relevant notes
- Debrief at the end of each meeting
- Attend orientation session for new volunteers
- Attend and participate in CIWA events

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

- English proficiency
- Must speak Tagalog fluently
- Familiar with program services
- Understanding of Filipino community issues
- Awareness and sensitivity towards immigrant women's needs, concerns and issues
- Strong interpersonal communication skills
- Enthusiastic, and positive
- Must be organized, punctual, reliable, and responsible
- Maintain confidentiality
- Must attend training/practice session
- Pass trial period of one month
- Experience in group facilitation or teaching skills are an asset

If interested, please contact:

Volunteer Program

Direct line 403-517-8830 E-mail volunteer@ciwa-online.com