



## **CALGARY IMMIGRANT WOMEN'S ASSOCIATION**

### **VOLUNTEER POSITION DESCRIPTION**

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**TITLE:** Group Facilitator

**DEPARTMENT:** Settlement and Integration

**REPORTS TO:** Program Coordinator - New Friends and Neighborhood Groups

This program helps immigrant women living in different areas around Calgary practice English and build friendships. All CIWA volunteers are required to provide a Calgary Police Services security check.

#### **SUMMARY OF POSITION**

NFNG facilitator provides volunteer services to CIWA from September to June, during weekdays. Facilitators receive training and manual prior to taking on volunteer positions. Child care in NFNG program provided to group participants, not volunteers.

#### **DUTIES AND RESPONSIBILITIES**

- Meet with program coordinator for an initial information session
- Observe a group session prior to starting date (At least one group session)
- Facilitate 2 hour long weekly session
- Lead group activities such as discussion, games, guest speakers, field trips
- Create a safe environment for women to make friends and practice their English
- Collaborate with participants to come up with relevant ideas and topics of discussion
- Partner with other co-facilitator to create weekly activities and discussions
- Help register participants, keep track of participant attendance, keep monthly summary on group activities, and keep track of your own volunteer hours
- Attend and participate in CIWA events
- Attend facilitators training

#### **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 for clients
- Desire to help women improve themselves
- Experience with immigrants dealing with language barriers
- Understanding of immigrant issues
- 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)
- Appreciation and knowledge of cultural diversity
- Teaching/group facilitation experience is an asset

If interested, please contact:

Volunteer Program

Direct line 403-517-8830

E-mail [volunteer@ciwa-online.com](mailto:volunteer@ciwa-online.com)