



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

### **VOLUNTEER POSITION DESCRIPTION**

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**TITLE:** Classroom Assistant

**DEPARTMENT:** Employment Services

**REPORTS TO:** Retail Training for Low Literacy Immigrant Women Program Facilitator

This program equips low literacy immigrant and refugee women with tools and strategies to enhance their employability in the retail sector. All CIWA volunteers are required to provide a Calgary Police Services security check.

#### **SUMMARY OF POSITION**

Volunteers will provide in class support to facilitator, ensuring that students receive additional support. Two mornings per week from 9:30 am to 12:30 pm, for two months according to program schedule.

#### **DUTIES AND RESPONSIBILITIES**

- Prepare and photocopy worksheets for students
- Help with classroom set up and record-keeping
- Set up materials for class activities
- Assist students in class, sometimes individually or in groups, as directed by Instructor
- Participate in skits, games and demonstrations
- Attend and participate in CIWA events
- Attend Orientation session for New Volunteers

#### **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 participants
- 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 7 or higher)
- Appreciation and knowledge of cultural diversity
- Teaching/tutoring experience preferred

If interested, please contact:

Volunteer Program

Direct line 403-517-8830

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