



CALGARY IMMIGRANT WOMEN'S ASSOCIATION

VOLUNTEER POSITION DESCRIPTION

TITLE: Classroom support- QuickBooks and Simply Accounting

DEPARTMENT: Employment Service

REPORTS TO: Employment counsellor

This program equips immigrant women with the tools, skills, and knowledge necessary for a successful job search. All CIWA volunteers are required to provide a Calgary Policy Services security check.

SUMMARY OF POSITION

Assist class instructor during 12 sessions during two, Wednesday and Friday, from 9 am to 4:30pm, by setting up lap tops and classroom space to ensure the smooth running of the training

DUTIES AND RESPONSIBILITIES

- Photocopy materials,
- Monitor participants attendance
- Set up laptops,
- Organize laptop cabinet,
- Report any issues with laptops to supervisor
- Provide support to class instructor
- Monitor refreshments during training
- 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

- Accounting background an asses
- Responsible, work with minimum supervision,
- ON TIME,
- Willingness to come as a volunteer and not just to sit in during the training,
- Able to lift, bend, sit for long periods of time,
- Photocopying skills
- Appreciation and knowledge of cultural diversity

If interested, please contact:

Volunteer Program

Direct line 403-517-8830

E-mail volunteer@ciwa-online.com