



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

### **VOLUNTEER POSITION DESCRIPTION**

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**TITLE:** Workshop Assistant

**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**

Workshop Assistant volunteer provides services to CIWA for a minimum of three months. Days and times vary, depending on the program and events.

#### **DUTIES AND RESPONSIBILITIES**

- Assist facilitator and coordinator in designated workshops
- Register workshop participants
- Distribute hand out materials
- Collect evaluation forms
- Help to prepare refreshment table
- Be familiar with facility settings
- Report relevant information to coordinator
- Help to set up and take down the room arrangement
- 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
- Must be organized, punctual, reliable, and responsible
- Maintain confidentiality
- Must attend one on one initial orientation session

If interested, please contact:

Volunteer Program

Direct line 403-517-8830 E-mail [volunteer@ciwa-online.com](mailto:volunteer@ciwa-online.com)