



CALGARY IMMIGRANT WOMEN'S ASSOCIATION

VOLUNTEER POSITION DESCRIPTION

TITLE: Youth Group Co-Facilitator

DEPARTMENT: Family Services Department

REPORTS TO: Youth Program

This program empowers immigrant youth (10-19 years old) to get involved in the community and reach their full potential. All CIWA volunteers are required to provide a Calgary Policy Services security check.

SUMMARY OF POSITION

Volunteers will co-facilitate lunch hour's programs in schools, and after school groups. Volunteers must be willing to tutor Math, Science, Social Studies, English and/or Arts. Time commitment is 1-2 days a week for 2 hours for one school semester/term

DUTIES AND RESPONSIBILITIES

- Plan, organize and co-facilitate a group with program staff
- Support participants in developing their best self
- Counselling participants
- Classroom preparation
- Providing group session summary when requested
- Writing monthly summary reports,

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

- Over 18 years of age
- Experience working with youth
- Passion for working with youth
- Social Work or related field diploma/degree, or working towards Social Work or any related field
- Must maintain confidentiality and professionalism
- Punctual and reliable
- Open minded and enthusiastic
- Understand and respect diversity
- **Child welfare check required**

If interested, please contact:
Volunteer Program
Direct line 403-517-8830