

**VOLUNTEER POSITION DESCRIPTION**

<b>POSITION TITLE:</b> Translator
<b>PURPOSE:</b> To help translate when English is the second language
<b>DUTIES AND RESPONSIBILITIES:</b> <ul style="list-style-type: none"> <li>• Translate during one-on-one interviews or counselling sessions</li> <li>• Translate documents into English when necessary</li> </ul>
<b>TIME REQUIREMENTS:</b> <ul style="list-style-type: none"> <li>• Variable</li> </ul>
<b>SKILLS AND QUALIFICATIONS:</b> <ul style="list-style-type: none"> <li>• Excellent written and verbal skills in English and either Russian or Hebrew</li> <li>• Interest in working with new immigrants</li> <li>• Ability to use a computer</li> </ul>
<b>TRAINING:</b> <ul style="list-style-type: none"> <li>• Volunteers will be oriented to the agency and will receive training relevant to the position</li> <li>• Ongoing support provided</li> </ul>
<b>ACCOUNTABILITY</b> Volunteers will be responsible to the Volunteer/Projects Coordinator
<b>EXPECTATIONS:</b> All volunteers are asked to: <ul style="list-style-type: none"> <li>• Abide by JFSC policies &amp; procedures</li> <li>• Attend orientation and training workshops as necessary</li> <li>• Participate in evaluations</li> <li>• Maintain confidentiality</li> </ul>
<b>BENEFITS:</b> <ul style="list-style-type: none"> <li>• Work record of hours for job references</li> <li>• Social events and volunteer recognition</li> <li>• Career exploration</li> </ul>
<b>OTHER:</b> <ul style="list-style-type: none"> <li>• A security check will be required</li> </ul>
<b>For more information contact Gahl Pratt Pardes:</b> 403-287-3510 ext. 240 / <a href="mailto:gahlp@ifsc.org">gahlp@ifsc.org</a>