

VOLUNTEER POSITION DESCRIPTION

POSITION TITLE: Vocational Mentor
PURPOSE: Integration into the workplace culture
DUTIES AND RESPONSIBILITIES: <ul style="list-style-type: none"> • One-on-one contact with new immigrants in the community • Ability to be a resource person • Assist with networking • Ability to familiarize a newcomer to Canadian job culture • Initially assist in daily routine of work culture • Possibility of advocating on behalf of new immigrant to employers in the community
TIME REQUIREMENTS: <ul style="list-style-type: none"> • Flexible • Availability during the daytime/evenings and/or on weekends
SKILLS AND QUALIFICATIONS: <ul style="list-style-type: none"> • Must have long term work experience • Multilanguage and multicultural skills an asset • Interest in working with immigrants
TRAINING: <ul style="list-style-type: none"> • Volunteers will be oriented to the agency and will receive training relevant to the position • Ongoing support provided
ACCOUNTABILITY: <ul style="list-style-type: none"> • Volunteers will be responsible to the Volunteer/Projects Coordinator
EXPECTATIONS: All volunteers are asked to: <ul style="list-style-type: none"> • Commit to 6 months of mentoring • Abide by JFSC policies & procedures • Attend orientation and training workshops as necessary • Participate in evaluations • Maintain confidentiality
BENEFITS: <ul style="list-style-type: none"> • Receive continuing education regarding immigrants and their issues • Work record of hours for job references • Social events and volunteer recognition
OTHER: <ul style="list-style-type: none"> • A security check will be required
For more information contact Gahl Pratt Pardes: 403-287-3510 ext. 240 / gahlp@jfsc.org