

Immigrant Services Calgary

Volunteer Role Description

Role: **Community Volunteer**

Program: **Settlement & Community Centre**

Summary

Community Volunteers assist staff with the promotion and execution of Immigrant Services Calgary programs within the ethno-cultural community the volunteer belongs to, or the community in general. Community Volunteer may involve helping to set up meetings with people in the community and helping to arrange presentations within the community and at various events. Community Volunteering also involves accompanying an outreach worker from ISC to these meetings, presentations or events within the targeted community, and may involve interpreting, answering questions from the audience, providing information on the programs etc. In addition, community volunteers assist other non-profits to successfully execute their events or accomplish their mission.

Duties & Responsibilities

- Sign ISC's Volunteer Responsibility and Confidentiality Agreement
- Complete a Calgary Police Information Check, Intervention Record Check and Reference Check
- Attend our mandatory Orientation Training
- Follow and adhere to specific guidelines explained in the training manual
- Respect ISC's confidentiality policy

Skills and Qualifications

- Fluency in English and a second language
- Knowledge of the programs we are promoting (you will be trained)
- Connected to and active in the community
- Cultural sensitivity

Benefits:

- Knowledge of the types of programs available to ISC clients
- Personal satisfaction from providing volunteer services to a community-based organization and from providing a useful service to his/her cultural community

If interested, please click [here](#)