

VOLUNTEER POSITION DESCRIPTION

<p>POSITION TITLE: Mentor</p>
<p>PURPOSE: Integration into the workplace culture.</p>
<p>DUTIES AND RESPONSIBILITIES:</p> <ul style="list-style-type: none"> • One on one contact with new immigrants in the community • Ability to be a resource person • Ability to have immigrant job shadow • Assist with networking • Ability to familiarize a newcomer to Canadian job culture • Initially assist in daily routine of work culture
<p>TIME REQUIREMENTS:</p> <ul style="list-style-type: none"> • flexible • Availability during the daytime/evenings and/or on weekends
<p>SKILLS AND QUALIFICATIONS:</p> <ul style="list-style-type: none"> • Must be a professional • Multilanguage and multicultural skills an asset • Interest in working with immigrants • Valid Drivers license and access to a vehicle
<p>TRAINING:</p> <ul style="list-style-type: none"> • Volunteers will be oriented to the agency and will receive training relevant to the position. • Ongoing support provided
<p>ACCOUNTABILITY You will be responsible to the Resettlement Coordinator</p>
<p>EXPECTATIONS:</p> <ul style="list-style-type: none"> • All volunteers are asked to: • Abide by JFSC policies & procedures • To attend orientation and training workshops as necessary • To participate in evaluations • To maintain confidentiality
<p>BENEFITS:</p> <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 • Career exploration
<p>OTHER:</p> <ul style="list-style-type: none"> • A drivers abstract will be required • Security checks
<p>For further information call Karen Greenberg, 287-3510</p>