

Volunteer Newcomer Orientation Week- Position Description

Purpose:	To assist supporting the Newcomer Orientation Week (NOW) activities in the last week of August. Activities include supporting the training of Peer Leaders and the implementation of the NOW Program in various sites in downtown SWIS schools. CultureLink works within an anti-oppression framework and is committed to equity.
Title:	Volunteer - SWIS
Location:	2340 Dundas Street West, suite 301 Toronto, ON M6P 4A9 And various schools in the downtown west area.
Key Responsibilities/ benefits:	<p>The volunteer placed in this program will any responsibilities relating to the list below as agreed upon with their supervisor. All activities will be performed under the supervision of CultureLink's staff:</p> <ul style="list-style-type: none"> • Assist in organizing several Peer Leader group activities in late spring and summer • Assist in planning and organizing a 2-day Peer Leader training on site at CultureLink, including a variety of tasks • Set up for and clean-up following any group activities • Participate in regular debriefs with supervisor as to activity results and suggestions for changes • Support staff and Peer Leaders in the implementation of the NOW Program at one or several sites in the catchment area • Promote the NOW program and establish positive relationships with CultureLink's staff and community partners • Improve their knowledge of community resources available for all newcomer youth • To assist in creating a safe environment free from any forms of discrimination ie/gender, sexual orientation, religion • Improve their understanding and sensitivity to issues affecting newcomer youth • Provide information and referral services for newcomer and refugee youth • Develop program planning skills to organize and facilitate group sessions/workshops • Participate in staff meetings and agency events • Other duties as assigned by assigned supervisor
Reports to:	Assigned supervisor.
Length of Appointment:	May, June and August
Time Commitment:	Open.
Requirements:	<ul style="list-style-type: none"> • Up to date Vulnerable Police Reference Check. • Commitment to anti-racism and combating other forms of discrimination

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	<ul style="list-style-type: none">• Ability to work cooperatively as part of a team and to give input into program• Availability during evening hours may be helpful
Application Process:	<ul style="list-style-type: none">- Send resume and cover letter to Claudia Rivera, Placement Coordinator at crivera@culturelink.ca; documents shall be sent at least one month and a half ahead of placement start date.- An interview will be scheduled with potential supervisor.- If staff and student are willing and able to work together, then the student will fill out the student placement application form; will sign the confidentiality agreement and will submit all required documents.- An on-boarding session will be scheduled with the student and the Student Coordinator to provide orientation on Student Placement Policy, Agency Overview, Health and Safety procedures, and agency tour.- Student will then be placed with staff. A learning plan has to be in place which the student will develop with staff feedback and guidance.- Future activities include field instruction, monitoring and evaluation.- An electronic exit evaluation is done at the end of the placement to evaluate the student level of satisfaction and to request feedback to improve our practice.