



# CATHOLIC CENTRE FOR IMMIGRANTS CENTRE CATHOLIQUE POUR IMMIGRANTS

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Job Description: She Unit Program Volunteer			
<b>Direct Supervisor:</b>	Behnaz Alimardani	<b>Department/Program:</b>	CEC
<b>Volunteer Facilitator:</b>	Bryn Johnson	<b>Last Updated:</b>	June 19, 2020

## ORGANIZATION MISSION

The Catholic Centre for Immigrants (CCI) Ottawa promotes and facilitates the reception of newcomers to Canada; sensitizes the community to address newcomers' needs and invites it to respond, and; assists newcomers to realize their full potential in Canadian Society.

## POSITION SUMMARY

She Unit Program Volunteers support CCI Staff in providing programming focused on life-skills specifically for young women.

## TASKS

- Interact directly with newcomers, specifically young women, providing supports, information, guidance and mentorship;
- Assist CCI Staff in delivering programs focused on various topics specific to females (Examples: hygiene, health care);
- Provide additional one-to-one support to newcomers participating in the program based on needs and direction from CCI Staff;
- Provide administrative or clerical support directly related to the She Unit program.

## SKILLS & QUALIFICATIONS

Volunteers should possess the following:

- High degrees of cultural awareness and sensitivity;
- Basic computer skills, including use of email and online social interaction platforms;
- Comfortable working both independently and collaboratively with CCI Staff and other volunteers;
- Ability to communicate in French and/or Arabic considered an asset;
- Reliability, patience and open-mindedness.

## SETTING

This position will require volunteers to work remotely and use various forms of technology, including web-based communication platforms. Volunteers may have the opportunity to transition to in-person support, dependent on Ottawa Public Health protocols.

\*All duties can/should be completed to comply with COVID-19 protocols from Ottawa Public Health.

## **SCHEDULE**

Volunteers are requested to support the program on a consistent basis at a pre-determined time communicated through their Direct Supervisor.

- *She Unit runs monthly on the 3<sup>rd</sup> Wednesday of each month, 5:00pm – 6:00pm.*

If volunteers are unable to fulfill their duties at any given time, they must communicate with their Direct Supervisor as soon as possible.

Volunteers that are unable to commit to a consistent schedule may be referred to similar programs/services that do not require a regular commitment. We also ask (but may not require) that volunteers commit to supporting the program for a minimum of 3 months.

## **VOLUNTEER RESPONSIBILITIES**

Volunteers should complete CCI's Volunteer Application process online, including submission of an application form; reference checks, and; a completed Police Record Check, Level 3 (Vulnerable Sector) (when applicable); and, reviewing associated Policy Guidelines for CCI Volunteers as part of orientation.

Volunteers may be asked to participate in role-specific training with the Direct Supervisor as part of their onboarding process.

Direct Supervisors will be available to support programs and provide volunteers with direction and feedback as required.

## **BENEFITS**

By volunteering in this role, volunteers should achieve:

- Enhanced experience working with culturally and ethnically diverse populations;
- Improved communication skills, especially cross-cultural;
- Results-based satisfaction from directly supporting newcomers with integration.