



CATHOLIC CENTRE FOR IMMIGRANTS CENTRE CATHOLIQUE POUR IMMIGRANTS

219 ARGYLE AVE., SUITE 500, OTTAWA, ONTARIO, K2P 2H4 TEL: (613) 232-9634 WWW.CCIOTTAWA.CA

Job Description: Ottawa Karen Youth Centre Volunteer			
Direct Supervisor:	Trudy Mawlay	Department/Program:	OKYC
Volunteer Facilitator:	Bryn Johnson	Last Updated:	June 26, 2020

ORGANIZATION MISSION

Ottawa Karen Youth Centre creates a safe space, positive environment, and delivers activities and programs to decrease the isolation of Karen youth in the community and provide a safe space where they can share knowledge, experiences and maintain their culture.

(OKYC works closely with and is supported by the Catholic Centre for Immigrants Ottawa).

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

OKYC Volunteers work directly with Karen youth originally from Myanmar country now in Ottawa. Volunteers support a variety of programs/activities for Karen youth, such as homework support and skills-building workshops, while also emphasizing the importance of developing social identity and maintaining culture.

TASKS

- Interact directly with Karen youth in the Ottawa community, providing various supports, information, guidance and mentorship;
- Assist OKYC Staff in delivering programs/activities focused on education, such as homework support;
- Assist with the delivery of ongoing (bi-monthly) workshops focused on a variety of topics relevant to Karen youth, such as employment, mental health, etc.
- Provide additional one-to-one support/mentorship to Karen youth based on needs and direction from OKYC Staff.

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;
- Understanding of Karen culture and language considered an asset;
- Sound knowledge of employment and education trends, as well as ability to mentor youth to achieve employment and/or education goals;
- 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 in the future, 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.

- *OKYC Homework Club: Every Saturday, September-June (subject to change).*
- *Youth Workshops: Every 2-3 months as determined by OKYC Staff.*

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 (completed by OKYC Staff).

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 Karen youth in the Ottawa community.