



PROGRAM:	Settlement Workers In Schools (SWIS) and Youth
POSITION TITLE:	Farsi, Korean and Mandarin Speaking Youth Workshop / Program Assistant

Summary:

Volunteers will assist NSMS staff in the successful preparation and implementation of workshops, programs, special events and camps.

Responsibilities:

Volunteers are responsible for assisting NSMS as directed. Typical activities include, but are not limited to the following:

- Room set-up, take-down and clean-up
- Welcoming, informing and directing event participants
- Translating and interpreting as needed

Skills and Qualifications:

- Respect for cultural diversity
- English fluency
- Additional language: **Korean, Farsi or Mandarin**
- Ability to follow directions and assist participants as required
- Ability to meet specific requirements as identified in the 'call for volunteers' email- for example, occasionally Workshop Assistants will need to translate if needed
- Willing to travel to offsite events and workshops offered by NSMS if needed
- Volunteers must enjoy working with children and youth, and maintain appropriate professional boundaries

Personal Suitability:

- Friendly, patient, respectful, empathetic, adaptable, good listening and verbal communication

Orientation and Supervision:

- A group orientation session will be provided
- This position reports to the workshop/event organizer

Volunteer Commitment:

- Based on departmental needs

Application Procedure:

Contact NSMS' Volunteer Coordinator, Sochell Roman, at 604-973-0453 or sochellr@nsms.ca