



<b>PROGRAM:</b>	Settlement
<b>POSITION TITLE:</b>	Mandarin Speaking 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
- Photocopying and distributing handouts
- Helping participants complete required forms

**Skills and Qualifications:**

- Respect for cultural diversity
- Mandarin language
- Ability to follow directions and assist participants as required
- Ability to meet specific requirements as identified in the 'call for volunteers' email- for example
- Willing to travel to offsite events and workshops offered by NSMS

**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