

Volunteer Position Description

Date: January 17 th , 2019
<p>Title of role: One-on-One Volunteer Tutor – HOPE Program</p> <p>Program Description: The Help On the Path to Employment (HOPE) Program is a program for people who are experiencing un/under employment, homelessness, risk of homelessness, mental health struggles, low income, who are newcomers, and/or who are facing other barriers to employment. The program helps participants connect with employment resources, obtain referrals, improve self-sufficiency and life skills, and build connections to the labour market, educational systems, training, and volunteer opportunities.</p>
Program and Location: Employment and Training Services – 59 Adelaide Street East
<p>Suitable for: External volunteer</p>
<p>Purpose of role: Work with individuals experiencing homelessness, mental health issues or low income newcomers to help them develop the computer skills needed to find employment, volunteer placements or a suitable training program, as well as assisting the Intake worker and Skills Development Facilitator in select tasks</p>
<p>Tasks:</p> <ul style="list-style-type: none"> • Assist with set up • Follow the action plan created by the Skills Development Facilitator to help individuals achieve their goals • Work one-on-one with program participants to develop their resume writing and interview skills • Teach basic computer skills like email set up, basic use of Microsoft Office applications (ie: MS Word), and how to conduct an online job search • Recount what individuals worked on to the Skills Development Facilitator at the end of each session • Assist with tear-down/clean up • Attend field trips and workshop opportunities • Occasionally assist with outreach • Other duties as required
Time commitment: 3 month minimum - Twice a week commitment (Tuesday's and Thursday's) from 1:15 to 4:45pm
<p>Skills required:</p> <ul style="list-style-type: none"> • Prior experience with teaching, tutoring, coaching or social work an asset • Patient and open-minded attitude • Anti-oppressive, anti-racist, nonbinary and trans-inclusive language and practices • Very comfortable with online programs and MS Office products • Good command of English • Experience or willingness to work with people from diverse backgrounds • Knowledge of ASL an asset • Ability to navigate online forms (gender marker/name change) an asset.
<p>Training/supervision: Volunteer will receive an orientation about Fred Victor and policies. Volunteer will report to, and receive direction and support from, the Skills Development Facilitator. In addition, volunteers will receive some relevant training opportunities.</p>
<p>Working conditions:</p> <ul style="list-style-type: none"> • Work with individuals on a one-to-one basis in a small classroom environment • Wheelchair accessible • Some physical tasks and requirements: lifting, bending, reaching, and carrying weight up to 15lbs

Submit resume to Katy Scherer - kscherer@fredvictor.org