



New paths  
for women  
since 1875

## VOLUNTEER CENTRE

### POSITION : ARTISTIC TASKS AGENT

The YWCA Montreal seeks people with an interest in arts to create greeting cards on a regular basis (once a week or once every two weeks) and to create decorations on occasion. The atmosphere is relaxed, fun and musical to let your imagination run wild! The workshop is facilitated and directive; the styles of cards change every workshop. Snacks, tea and coffee are served.

#### Key tasks and responsibilities

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- Creating greeting cards using material provided by the YWCA (scrapbooking) following the facilitator's models and suggestions;
- Helping to set up the material at the beginning of the workshop and put it away at the end;
- Occasionally creating decorations using existing models.

#### Position requirements

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- **Knowledge:** Basic French or English;
- **Practical Skills:** Skilled at arts and crafts;
- **People Skills:** Must enjoy teamwork.

#### Volunteer conditions

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- Be available Tuesday from 1:30 to 4:00 p.m.;
- Be available at certain times for occasional decoration needs;
- Sign the guideline document.

#### Type of position and schedule

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Regular: every second Tuesday from 1:30 to 4:00 p.m.  
Also for occasional needs.