

VOLUNTEER CENTRE

POSITION : CONVERSATION WORKSHOP FACILITATOR

The YWCA's Centre Multi is a place where women can learn and share across cultures and generations; it aims to meet the needs and interests of the community's women, girls and families in terms of their personal development, health and well-being.

Conversation workshops are offered at the Centre Multi, where volunteer facilitators suggest activities that allow participants to develop their communication skills in English.

Key tasks and responsibilities

- Prepare workshop activities that meet the participants' needs and interests.
- Host the workshop in a way that encourages the involvement of all participants.
- Take attendance and report any absences to the person in charge.
- Actively contribute to the improvement of workshops.
- Provide progress reports to the person in charge when requested.

Position requirements

- **Knowledge:** Fluency in English and ability to explain linguistic rules and usage.
- **Practical skills:** Ability to host workshops for small groups, communicate with a diverse clientele and work in teams.
- **People skills:** Ability to deal well with people and be welcoming, patient, respectful, empathetic and open-minded.

Volunteer conditions

- Commit to at least an entire session of activities (once a week for 8-10 weeks) as well as 2 preparatory meetings and 1 debriefing meeting.
- Know about the YWCA's services and clientele.
- Pass an interview and sign the volunteers' code of ethics.

Type of position and schedule

Regular position; English: Thursday from 5:45pm to 7:30pm.