

POSITION : PEER HELPER

The **YWCA Montreal** is looking for committed and dynamic women who would like to volunteer as Peer-Helpers to support the participants of its Employability programs. Peer-Helpers provide one-on-one assistance and encouragement to women from diverse backgrounds on their professional integration journey. Their role is to offer guidance during the participants' job search process and to contribute to developing their confidence, transferable skills and autonomy.

Key tasks and responsibilities

- Creating a safe, confidential and supportive environment to help strengthen the participant's confidence and self-esteem.
- Encouraging the participant to set goals and motivating her to achieve them.
- Helping the participant stay focused and feels supported during her job search.
- Engaging in English and/or French conversation practice (as required).
- Assisting with basic computers skills (as required).

Position requirements

- **Knowledge:** Excellent command of English and/or French and a demonstrated interest in career development.
- **Practical Skills:** Ability to work with a participant to set objectives and follow an action plan. Preparing meetings and evaluating the participant's learning progress.
- **People Skills:** Active listening, empathy, patience, positive attitude, sensitivity to cultural diversity, discretion, flexibility.

Volunteer conditions

- Six-month commitment.
- Weekly availability to meet for one to two hours.
- Attending an 8-hour training session.
- Keeping track of volunteer hours and submitting a monthly progress report.

Type of position and schedule

Regular and flexible schedule: meeting times and places to be determined jointly by the participant and the peer-helper.