

## POSITION: ACTIVITY FACILITATOR

The **YWCA Montreal**'s Activities Center is a multicultural and multigenerational space to learn, share, break the isolation and have fun. Its goal is to meet the needs and interests of women, girls and families of the community in terms of personal development, health and well-being. Thanks to our volunteers, the Activities Center can provide **ARTISTIC, SPORTS, LINGUISTIC AND FAMILY ACTIVITIES**. We encourage you to share your ideas for activities with us!

### Key tasks and responsibilities

- Suggest and develop an activity. For example:
  - Yoga, meditation, pilates, qi gong, cardio, etc.;
  - Arts and crafts workshops, organize a board games group, etc.;
  - French and English conversation group, etc.;
  - **AND MORE!**
- Facilitate the activity during the session;
- Ensure that all participants have registered for the activity and take their attendance;
- Inform the receptionist of any issue that might interfere with the success of the activity.
- Prepare a final summary of the activity and present it to the responsible of the Centre Multi.

### Position requirements

- **Knowledge:** Have the expertise required to successfully lead the suggested activity. Speak French and English;
- **Practical skills:** Know how to entertain and communicate with a diverse clientele; make sure that the activity goes well.
- **People skills:** Know how to deal with people and be welcoming, patient, empathetic, open-minded and tolerant; have a respect for others, for oneself and for rules.

### Volunteer conditions

- Pass an interview, participate in a short training session and sign the volunteers' code of ethics.
- Take part in the orientation meeting held at the beginning of the session.
- Facilitate the activity during the session,
- Arrive 15 minutes before the activity begins in order to prepare the space and materials.
- Communicate regularly with the person responsible of the Centre Multi.

### Type of position and schedule

Regular part-time position (at least once a week).The schedule depends on the availabilities of the volunteer.