

POSITION : PEER-HELPER

The **YWCA Montreal** is looking for committed and dynamic volunteers to support the participants of its Employability programs on their professional integration journey. Peer-helpers contribute to developing the confidence, transferable skills and autonomy of women from diverse backgrounds, through one-on-one assistance with language, computers and moral support.

Key tasks and responsibilities

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

Position requirements

- **Knowledge:** Excellent command of English AND 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 a 6 hour training session
- Keeping track of volunteer hours and submitting a monthly progress report.

Type of position and schedule

- Women only.
- Regular and flexible schedule: meeting times and places are determined jointly by the participant and the volunteer.