

WELCOME CENTRE DROP IN ASSISTANT/FACILITATOR

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| Position Summary: | Friday Welcome Centre drop-in facilitator works in close collaboration with the Welcome Centre Outreach Worker on developing the program schedule, exploring new ideas on an ongoing basis, and creating a friendly environment where immigrants and newcomers can connect with each other while having a coffee/tea and encourage participation in the weekly activity. |
| Reports to: | Multicultural Outreach Worker |
| Roles and Responsibilities: | <ul style="list-style-type: none"> • work closely with the outreach worker • develop program plan • actively participate in program activities • work with program participants • help with setting up/tearing down • stay informed about what is going on • act as a link to the community |
| Skills and Qualifications: | <ul style="list-style-type: none"> • flexibility and creativity • caring and positive attitude • quick learner • good oral English skills • good understanding of immigrant community • basic knowledge of Whistler community |
| Time Required: | <ul style="list-style-type: none"> • minimum 2.5 hours (1 drop-in)/month • 6 month commitment • Whistler Multicultural Festival participation |
| Why Volunteer? | <ul style="list-style-type: none"> • Meet new people and contribute to your community • Help welcome newcomers and immigrants, and support them as they fulfil their potentials in Whistler and adapt to life in Canada • Gain experience and develop skills for future career opportunities • Add it to your resume • Receive a reference after 6 months of participation • Ongoing training and participation opportunities |

The Friday **Welcome Centre Drop In** offers a weekly opportunity for newcomers and immigrants to meet others and make new connections in Whistler. The aim is to do this through a number of core activities offered each month: providing information about living in Canada, offering training and learning opportunities (skills building) and cultural sharing activities.