

SETTLEMENT RESOURCE ASSISTANT

Position Summary:	Assist Settlement Worker and other service provider representatives by managing clients and registration, and providing a first line of information to clients at the weekly service provider drop-in session.
Reports to:	Settlement & Integration Worker
Roles and Responsibilities:	<ul style="list-style-type: none"> • Assist with Community Resource drop in set up • Provide a welcoming space at the Community Resource Drop In • Manage client sign in, registration and waiting area • Provide clients with brochures and leaflets about services, and information for simple enquiries • Manage client access to the online information service • Check online settlement information for accuracy and provide SW with updates required.
Skills and Qualifications:	<ul style="list-style-type: none"> • Punctual and reliable • Ability to move furniture (tables & chairs) • Friendly and polite personality • Basic knowledge of services and resources in Whistler • Willingness to help others
Time Required:	<ul style="list-style-type: none"> • 3 hours per week; 2.30 to 5.30 every Monday, or every other Monday • 3 month commitment
Why Volunteer?	<ul style="list-style-type: none"> • Meet new people and contribute to your community • Gain workplace experience working directly with people in English and develop skills for future career opportunities. • Practice and develop English language skills, especially listening and speaking and

communication skills.

- Add it to your resume
- Receive a reference after 6 months of participation
- Build knowledge and skills to support friends and co-workers (your 'peers') with information about where to go and how to solve issues.

The **Service Provider Drop In** every Monday at the Whistler Public Library provides people the opportunity to access information services from key providers in Whistler, in a convenient, central location.