

VOLUNTEER COORDINATOR

Position Summary:	Work with Welcome Centre staff to build immigrant understanding of the value of volunteering in Canada, promote Welcome Centre volunteer opportunities, recruit and support volunteers, and coordinate volunteer tracking for recognition and references.
Reports to:	Program Manager
Roles and Responsibilities:	<ul style="list-style-type: none"> • Promote and provide information about Welcome Centre volunteer positions to immigrants • Interview and assign potential volunteers • Manage schedule for volunteers in all positions • Track volunteer hours • Work with program manager to provide volunteer references when required • Organize annual volunteer recognition event
Skills and Qualifications:	<ul style="list-style-type: none"> • knowledge, understanding (and preferably lived experience) of the immigrant experience • an interest in helping others • sufficient English language skills to write posters, and communicate with a range of native and non-native English speakers • experience working with people an asset • previous volunteer experience is useful • flexibility and creativity • caring and positive attitude • good understanding of immigrant community
Time Required:	<ul style="list-style-type: none"> • 2 hours per week
Why Volunteer?	<ul style="list-style-type: none"> • Meet new people and contribute to your community • Gain experience and develop skills for future career opportunities • Add it to your resume • Practice and develop English language skills, especially listening and speaking and communication skills.

- Receive a reference after 6 months of participation
- Have access to a range of training and skills development opportunities

The **Welcome Centre Volunteer Program** aims to give immigrants and newcomers to Whistler and Canada opportunities to build useful skills and experience. A range of volunteer positions provide experience in areas such as customer service, marketing and promotion, IT, people management and mentoring, tutoring. Volunteers can build resume skills and Canadian experience, as well as making connections into the community, by participating in the program.