

Special Event Volunteer

Special Event Volunteers contribute their time and offer a customer service experience at our special community events such as Multiculturalism Day, New Years Around the World and Asian Heritage month that visitors will never forget. HMC's main goal is the celebration of the rich cultural diversity that exists within our region, which is an opportunity to promote awareness of cultural differences, to learn about other cultures, and to encourage everyone to celebrate their own heritage. You will be properly trained to deliver community events. The ideal candidate is comfortable interacting with people of all ages and can work in a team environment.

Location: These events occur throughout the year at various locations in Halton Region – Oakville, Burlington, Milton. HMC events are held indoors and outdoors based on the time of year and weather.

Skills Required

- Valid police clearance required
- Cross-cultural experience or a personal commitment to learning about other cultures
- A good listener, patient, supportive, and empathetic to newcomers
- Reliable and able to carry out duties independently
- Excellent interpersonal skills
- Patient, imaginative and flexible
- Able to converse with people from various backgrounds, and levels of English
- Interest in interacting with individuals from various cultural backgrounds
- Show dependability and responsibility
- Friendly and welcoming manner
- Ability to make a consistent, long term commitment at this time
- Excellent individual and group communication skills.
- Outgoing, enthusiastic and willing to learn.
- Highly reliable and professional.

Duties

- Prepare resources for each meeting, encouraging participation and facilitating opportunities to practice verbal communication skills in English.
- To assist recently arrived newcomers to Canada with English language skills in small conversational group setting.
- Preparation of materials & topics for upcoming meetings
- Initiate and stimulate conversation during the sessions. Make every effort to involve each member equally.
- Provide participants with encouragement and constructive feedback.
- Take attendance with sign-in sheet at every meeting
- Pick up & drop off sign-in sheet at the end of every month
- Monthly check in via email or phone
- Encourage everyone's voice to be included.
- Assist with room set-up, put away work sheets and displays and tidy up after each meeting
- Provide a friendly, welcoming greeting to participants as they arrive.
- Facilitate discussions using the activities that will be provided by library staff.
- Help with group activities and arrange people into conversation groups.

- Sharing cultural experiences and expressions that are common in Canadian culture.
- Enter completed hours on a weekly basis via www.myvolunteerpage.com (link is external) account
- Report concerns, needs or incidents to the Community Connections Specialist or Coordinator, or other appropriate staff.

Benefits

- Gain valuable experience in community events at HMC, as well as increased social networking opportunities. Opportunity to work independently
- Volunteers will connect with people from different cultures and backgrounds.
- Volunteers will also have the opportunity to develop leadership, presentation and facilitation skills.
- Complete your High school Community hours.
- Reference letter upon request for those who successfully facilitate for the six (6) months to one year time commitment

Clients

- Newcomers and community at large

Level of Commitment Required

- Anytime during the week
- Minimum 3 hours

Application Process

- Applying online
- One-on-One meeting
- Submission of resume, volunteer Application Form, valid police clearance, along with a personal interview
- Training for Special Events

Due to the nature of working with HMC Connections clients, a valid criminal record check for vulnerable populations will be required prior to volunteering. In addition, all applicants must attend training as needed. We ask for applicant's patience as these strict selection criteria and processes can take time to complete.

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