

Homework Club

Purpose

As a volunteer for the Homework Club, you will have the opportunity to make a difference in the lives of immigrant and refugee youth by providing homework help and academic support in all subjects.

Duties & Responsibilities

- Offer homework, literacy, and numeracy support plus opportunities for learning.
- Prepare learning materials and activities based on learner interest.
- Communicate with your Program Leader.
- Use resource materials available.
- Ensure the well-being of all participants by creating and maintaining a safe learning environment.
- Ensure all program participants are treated with respect and integrity.
- Be a positive role model by showcasing leadership skills and building relationships with students.
- Attend training, as required.

Time Commitment: Volunteers are required to work at least one weekly shift of 2.5 to 3 hours, afternoon and evening may be required.

Skills & Qualifications

- Strong command of the English language
- Clear, confident, accurate and fluent oral communication in English
- Customer Service Experience will be an advantage
- Experience working with adults/seniors in a learning environment
- Sensitivity to and/or understanding of the immigrant experience and challenges facing newcomers
- Commitment to equity and anti-oppressive practices
- Demonstrated ability to work with individuals from diverse backgrounds
- Warm and friendly demeanor and positive attitude
- Mature, Active listener
- Patient
- Self-initiative and enthusiasm
- Application form, interview and 2 references required
- 18+ with a Police Record Check showing no violent offences or offences related to the Vulnerable Sector

Boundaries & Expectations

- Strict maintenance of confidentiality
- Volunteers are not to offer any services privately and/or for a fee
- Volunteers must direct any questions, queries and concerns to ISGW staff
- Volunteers must decline gifts, favours, and payment from program participants
- Regular communication shall be maintained with program staff
- Volunteers are expected to adhere to our mission
- Participation in the program as a volunteer shall not constitute the promotion of any sales or services for personal gain, nor is it an appropriate platform for recruitment of participants into groups or activities for personal gain (i.e.: groups with private membership, payment of fees, recruitment into religious orders/groups etc.)

Training

Orientation and required training related to the program will be provided before volunteering.

Supervision

- You will be in directly supervised by our staff
- Supervision and follow up is provided through the tracking sheets submitted by volunteers. They are expected to provide their volunteer hours through these sheets.
- The program volunteers report to the responsible staff member.
- The Staff Liaison for this position will be Program Manager, ISGW.

Benefits

- Use your skills and experience to support our clients
- Gain experience in immigrant settlement services
- Gain experience in intercultural communication
- Volunteer at a lively organization committed to diversity
- Meet people from all over the world

Risk: Medium

- Direct contact vulnerable clients
- Access to confidential information