



95 Ellen Street  
Winnipeg, MB R3A 1S8  
ircom.ca

(204) 943-8765 *phone*  
(204) 943-4810 *fax*  
info@ircom.ca

## **Position Title: HEY Volunteer**

### **Position Summary**

IRCOM is currently looking for volunteer for our Homework and Education for Youth program. As volunteer in HEY will be expected to volunteer in Homework Program one to three times per week. And following all procedures and policies and acting in a responsible manner that supports IRCOM's values. The Volunteer will be given opportunities to develop their employment skills and participate in trainings that can enhance their resume.

### **Duties and Responsibilities**

- Act as a positive role model at all times, demonstrating support for pursuing a quality education
- Help youth complete homework assignments
- Actively engage with youth and participate in program activities
- Build relationships with the youth in a way appropriate to their age
- Maintain good communication with ASP program staff
- Assist with program set up and clean up
- Be familiar with program guidelines and help enforce them as needed and appropriate
- Ask IRCOM staff for assistance as needed and appropriate
- Clearly track hours and report, calling ahead if sick or absent.
- Other duties as required

### **Skills and Qualifications**

- Must be outgoing, able to approach youth to initiate conversation and relationship
- Must be patient and compassionate, sensitive to youth's previous experiences in educational settings
- Must be flexible, as programs sometimes change last minute
- Must be able to maintain open lines of communication with other staff
- Experience working with youth or in an educational setting an asset, but not required
- Must complete required trainings provided by IRCOM.
- Must complete a satisfactory criminal record check and child abuse registry check
- Must be willing to learn and receive constructive feedback

### **Orientation and Training**

All volunteer will be expected to attend the volunteer training. Other orientation sessions.

### **Supervision**

Volunteer will be supervised by Volunteer and Community Services Program coordinator, Nahla Abdelwahab  
They will also be expected to cooperate with and take direction from the ASP staff they are in program with.

**Benefits**

- A chance to build relationships and support newcomer children/youth
- The chance to develop your employment skills in an on-the-job setting
- Access to trainings that help strengthen your resume
- The chance to develop your communication and leadership skills
- Reference letter provided at the end of the internship
- Access to all of IRCOM's job postings

**To apply for this position, send your cover letter and resume to:**

**Attn: Nahla Abdelwahab**  
**95 Ellen St**  
**Winnipeg, MB R3A 1S8**  
**Or by email: [nahlaa@ircom.ca](mailto:nahlaa@ircom.ca)**

We thank all who apply. Only those selected for an interview will be contacted.