



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

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

## **Position Title:**

### **Inclusion Support Volunteer (After School Program)**

#### **Purpose**

Inclusion Support Volunteers help ensure that all children can participate meaningfully in IRCOM's After School Program (ASP), including those who may need additional support due to developmental, behavioural, or communication needs. This role promotes inclusion, belonging, and positive experiences for all children in the program.

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#### **Position Summary**

Inclusion Support Volunteers work within IRCOM's Children's Program as part of the After School Program (ASP). Volunteers provide additional support to children who may experience barriers to participation in group activities.

Volunteers work closely with ASP staff to support children in engaging in activities, building relationships, and feeling included in the program. This role focuses on encouragement, patience, and relationship-building, rather than specialized or clinical support.

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#### **Duties and Responsibilities**

- Act as a positive role model at all times
- Support individual children during program activities to help them participate and feel included
- Build positive, respectful relationships with children in a way appropriate to their age and needs
- Assist children with following routines, transitions, and program expectations
- Encourage participation in group activities through gentle guidance and support
- Work collaboratively with ASP staff to understand how best to support each child
- Maintain good communication with IRCOM staff and ask for guidance when needed
- Help maintain a safe, welcoming, and inclusive environment for all participants
- Assist with program set up, clean up, and attendance tracking as needed
- Be familiar with program guidelines and help reinforce them appropriately
- Sign in and out of each shift and maintain consistent attendance

## Time Requirements

- Minimum commitment of **one shift per week**
  - Shifts are typically from **3:45pm to 6:30pm and/or from 5:45pm to 9pm (school year)**
  - Minimum commitment of **three months** preferred
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## Skills and Qualifications

- Friendly, patient, and approachable
  - Comfortable working one-on-one or in small groups with children
  - Ability to follow direction and work as part of a team
  - Sensitive to cultural differences and the impact of past experiences on children
  - Willingness to learn and receive feedback
  - Interest in inclusion, accessibility, or supporting children with diverse needs is an asset
  - Experience working with children is 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 18 years or older
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## Orientation and Training

- All volunteers must attend a general orientation to IRCOM's mission, values, and programs
  - Volunteers will receive training on working with children and supporting inclusive environments
  - Ongoing training opportunities may be available and encouraged
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## Supervision

Inclusion Support Volunteers are under the direct supervision of ASP staff and will also receive support from Volunteer and Community Services Program (VCSP) staff.

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## Supporting Policies

Please refer to IRCOM's Volunteer Handbook for all policies and procedures.

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## Working Conditions

- Program setting is active, busy, and may be loud
  - Work is primarily indoors, with occasional outdoor activities or field trips
  - May involve standing, moving, and engaging in physical activities with children
  - Environment is multicultural and fast-paced
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## Benefits

- A chance to support newcomer children in a meaningful way
  - Experience in inclusive and child-focused programming
  - Opportunity to learn about different cultures and perspectives
  - Development of communication, leadership, and support skills
  - Participation in volunteer recognition events
  - Reference letter after 3 months of consistent volunteer service
  - Access to IRCOM internal job postings
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## How to Apply

**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.