

# Volunteer Opportunities

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## Community Connections

### Community Café

**Purpose:** The goal of the Community Café is to provide a place where newcomers and community members can come together to build just that—community. The program also provides a platform to facilitate newcomer familiarity with their community, as well as to offer them an informal opportunity to develop their English language skills through conversation. In addition, the program provides an opportunity for community members to engage with those from diverse cultures. The broad goal is better integration for newcomers and stronger cultural competency for the community overall.

**Time Commitment:** Two Thursday evenings / month, or possibly less frequently, as a casual fill-in volunteer

#### 1. Facilitator

As Community Café Facilitator, you will be expected to help with the planning for the session, as you are able, and to facilitate the overall activities of the evening, helping to engage the newcomers and community members in attendance.

**Time Commitment:** In addition to the above, lesson-preparation/ planning time may also be needed

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#### 2. Discussion Group Leader

As Community Café Discussion Group Leader, you will be expected to lead a small group of attendees in conversations using the resources provided to you.

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#### 3. “Welcome Committee” Representative

As Community Café “Welcome Committee” representative, you will be expected to welcome each attendee, help them sign in, and make sure they are comfortable and connected to others as much as possible.

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#### 4. Community Café Set-up/ Take-down Helper

As Community Café Set-up/ Take-down Helper, you will be expected to assist with set-up and take-down of all aspects of the program: seating, tables, food and drink.

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# Newcomer Support and Services

**Purpose:** These programs provide assistance to newcomer clients of MJMC in a number of areas where newcomers often find they need a little extra support.

**Time Commitment:** Varies

## 1. **Translator / Interpreter**

This volunteer provides quality interpretation and /or translation services to newcomers and those who serve them to assist in the resettlement process. Translation services are also frequently sought by community organizations to equip them in serving newcomers.

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## 2. **Client Computer Tutor**

The client computer tutor assists MJMC's newcomer clients one-on-one, providing help with basic computer skills (word documents, making an attachment, formatting documents, creating email and social media accounts, etc...)

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## 3. **English Tutor**

English tutors assist during established English-as-an-Additional-Language classes or one-on-one to help newcomers develop their English language skills as quickly and soundly as possible.

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## 4. **Childcare Volunteer: Daycare**

MJMC oversees a quality, culturally sensitive daycare program. Daycare volunteers work in this centre to assist with many of the typical duties involved in caring for children, support the daycare staff, and ultimately provide assistance with the care of children, including some who are facing the transition of relocating to a new country.

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## 5. **Childcare Volunteer: Family Support**

Similar to the Daycare Volunteer position, the Family Support Volunteer assists with many of the typical duties involved in caring for children in a less formal setting. Often this volunteer will care for and entertain children while Settlement Workers work alongside their parents to address steps in their settlement journey (i.e. filling out forms or attending settlement meetings, etc.).

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## Administrative

**Purpose:** These volunteers provide assistance to MJMC to increase the agency's capacity and support the staff so that they can focus on their core duties of welcoming and supporting newcomers in their settlement process.

### 1. Administrative Volunteer

During the Syrian Resettlement efforts, this role may involve assisting MJMC staff to manage established processes due to significantly increased workloads. This may involve helping staff and other volunteers with supporting newcomer needs such as school registration, finding and securing childcare, administration related to English assessments or classes, etc.

For the long term, administrative volunteers may be called upon to assist with basic administrative tasks or office work.

**Time Commitment:** Varies. Most volunteer opportunities will be scheduled ahead of time and structured.

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### 2. Computer / Technology Assistant

The computer/ technology assistant helps with basic computer performance issues and provides support when there is a problem with internet connection, printer malfunctions, etc. Issues may be addressed in person or at times, perhaps even through advice over the phone.

**Time Commitment:** Varies. Possibly once or twice a month or as needed

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## Logistics

**Purpose:** These volunteers help newcomers establish themselves in the community through assisting them to prepare their new home by transporting the household items they will need. Items are acquired through a variety of means and assistance is needed with transporting the items to the newcomer's home.

**Time Commitment:** Varies. Usually 1-3 hours on a move-in day.

### 1. Mover without a vehicle

Those with strong backs & arms join a team of movers to relocate the household items to the newcomer's home.

**Time Commitment:** Varies. Usually 1-3 hours on a move-in day.

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### 2. Driver/ Mover with a vehicle

The "mover with a vehicle" helps by providing transportation (truck, trailer, van) to assist a team of movers to relocate the household items to the newcomer's home. He or she may also help with the moving of items when possible.

**Time Commitment:** Varies. Usually 1-3 hours on a move-in day.

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### 3. Donations Organizer

MJMC and its Newcomer Welcome Centre each have space dedicated to the management of donations received from the community for our clients. The Donations Organizer's role is to ensure that these spaces are well organized and offer a comfortable experience to our new clients as they access them to acquire the belongings they need to help transform their new house into a home.

**Time Commitment:** Varies.

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### 4. Community Café Set-up/ Take-down Helper

~See Community Connections area above~

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## Potential Programs, not currently offered

**Note:** MJMC does not currently have the capacity to offer the following programs but we are interested in gathering a list of those interested in these opportunities in hopes that our capacity will be expanded in the future.

### 1. **One-on-one Befriend a Newcomer program (formerly HOST program)**

The program formerly known as HOST was established to assist newcomer individuals or families to become familiar with their community and establish supportive social networks. The aim of such a program is to help newcomers become thriving members of their community. Meeting new people and participating in the community makes it easier to "feel at home". Volunteers are matched with a newcomer with similar interests and participate in social activities together (such as conversation circles, informal ESL tutoring, cooking classes, doing homework together, attending sports events, going on community tours, meeting for coffee, and attending community or cultural events). With the support, a newcomer will feel more welcomed, improve their language skills, experience less stress and adapt more easily to their new life in Moose Jaw and Canada.

**Time Commitment:**

- Volunteers commit to regular meetings with the newcomer during a one year period (About 1-2 hours per week)
- Newcomer & volunteer decide on the nature of the activities, and when, where and how frequently to meet.

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### 2. **Volunteer Driver (transportation of clients)**

Volunteer drivers would assist newcomer clients in getting to appointments and other important engagements in order to support their access to the services needed to help them integrate successfully.

**Time Commitment:** varies