

## In School Settlement Program Reception Centre Ambassador

If you are interested in volunteering with the In School Settlement Program, please fill out your application on our [Better Impact page](#).

Job Title:	In School Settlement Program Reception Centre Volunteer
Purpose:	To assist In School Settlement Practitioners in welcoming families to the School Board Reception Centres where children born outside of Canada will be assessed and registered for school. The volunteer will also participate in meeting the families and introducing the In School Settlement Program to the families.
Duties & Responsibilities:	<ul style="list-style-type: none"> <li>• Welcome newcomer families to the reception centre</li> <li>• Establish excellent rapport with newcomer families during their time at the reception centre</li> <li>• Explain In School Settlement Program, the benefits of the program to the family</li> <li>• Assist family in completing Consent form and signing to receive program services</li> <li>• Support the Supervisor of the reception centre with the relevant reception centre paperwork for the day</li> <li>• Other duties assigned by the Supervisor</li> </ul>
Time Requirements:	<p>Minimum 3 months' commitment</p> <p>Volunteers need to volunteer for one weekly shift:</p> <ul style="list-style-type: none"> <li>• Shift I: 8:30 am to 12:30 pm</li> <li>• Shift II: 12:30 pm to 4:30 pm</li> </ul>
Location:	<ul style="list-style-type: none"> <li>• Kingsland Reception Centre (7430 5<sup>th</sup> Street SW) and/or</li> <li>• St. John Reception Centre (15-12 Street NW)</li> </ul>
Skills & Qualifications:	<ul style="list-style-type: none"> <li>• Cultural competency</li> <li>• Customer service skills</li> <li>• Flexibility</li> <li>• Team Work</li> <li>• Nice to have – additional languages</li> </ul>
Orientation & Training:	Mandatory CBFY volunteer orientation and program specific training. Part of the training will be to shadow the volunteers and offer assistance and guidance.

Supervision/Staff Support:	Supervision – The volunteers are directly supervised by the In-School Settlement Program Supervisor. Support: - Most of the time the volunteer will be scheduled with an In-School Settlement Practitioner however on once per month the volunteers will man the desk.
Benefits:	<ul style="list-style-type: none"><li>• Learn about the settlement sector in Calgary.</li><li>• Learn about the two public school boards in the City of Calgary.</li><li>• Have the opportunity to engage with Newcomers to Canada.</li><li>• Gain valuable professional and life reference.</li><li>• Give back to the community.</li><li>• Expand your network.</li></ul>