

Volunteer - MENTORING PROGRAM SUPPORT WORKER

JOB SUMMARY: The **Mentoring Program Support Worker** provides assistance and support to the program staff, clients as well as volunteer mentors.

DUTIES AND RESPONSIBILITIES:

- Provide information and orientation to clients on Mentoring Program features
- Assist in set up and delivery of workshops and sessions to clients
- Design flyers, inform, invite and remind clients for attendance to various mentoring events
- Use office equipment (computers, fax, phones, projector and photocopier)
- Assist in managing and filing client's case files
- Maintain the front desk and two workshop rooms and in a neat and organized manner

QUALIFICATIONS:

- Efficient word processing speed and high level of computer literacy; proficiency with MS Windows, Microsoft Office, Internet Explorer, MS Publisher, Adobe Photoshop,
- Excellent interpersonal and **verbal and written** communication skills
- friendly and professional manner when dealing with the public
- Organizational skills; able to set priorities and meet deadlines, manage a workload with time demands
- Knowledge and competence with office procedures and operation of office equipment
- Commitment to cooperative teamwork
- Sensitivity and comfort working with newcomers to Canada
- Able to work two or three evenings in a month

The Benefits of Volunteer Participation with DBNC:

- ✓ Will receive reference letter, enabling you to get employment
- ✓ Knowledge of potential employers, jobs and other valuable information
- ✓ Opportunities to network, make new friends, share ideas of common interest and concerns
- ✓ Opportunities to participate in our numerous training programs
- ✓ Opportunities to acquire Canadian work experience

Who We Are:

The Dixie Bloor Neighbourhood Centre is a multi-service, non-profit, charitable agency, which provides services to families, children, youth, seniors, those seeking employment, as well as newcomers to Canada. Our mission is to foster an atmosphere, which will encourage our community as a whole to participate in and develop a positive, healthy and caring neighbourhood.

Note: We are very flexible on days and time, this could be arranged to suit your needs

For more information or to apply, please e-mail or fax a resume to:

Manager, Community Development
Dixie Bloor Neighbourhood Centre
1420 Burnhamthorpe Road East, Mississauga, ON L4X 2Z9
Fax: (905) 629-0791 Email: hazelh@dixiebloor.ca