

## **International Languages Program Volunteer Position Description**

**Purpose:**

The position of Volunteer is to support Saturday morning International Languages classes for Elementary grade students. This position is mainly intended for high school students who can receive community service hours for volunteering in this program. The volunteer program is designed to help high school students further enhance their organizational and social skills, to enable them to interact with younger students, particularly those who are considering a teaching career.

**Job Title:** Volunteer – Saturday Morning International Language Program

**Locations:** Barrie School Site: St. Joseph’s Catholic High School  
Bradford School Site: Holy Trinity Catholic High School

**Key Responsibilities:** Under the supervision of the International Languages Co-ordinator or Language Instructor, the student volunteer may:

- (1) be requested to work with a student(s) to provide assistance in one or more areas as deemed appropriate; in some cases, interpreting may be involved;
- (2) assist an individual or a group of students with an in-class assignments; identifying resources that may be used to complete assignments;
- (3) assist with taking students to washroom;
- (4) welcome visitors; collect students from parents, and bring them to appointed language line/teacher or classroom; and
- (5) set-up computers, collate photocopying and deliver Instructional material to Instructors as required.

**Reports to:** International Language Site Co-ordinator (on-site) and/or Manager of Continuing and Community Education

**Length of Appointment:** The Volunteer will serve for the Fall and Spring semesters. They are encouraged and welcomed to participate into the following year if they have not already completed Grade 12 and if recommended by the International Language Co-ordinator.

**Time Commitment:** The Volunteer position requires a commitment of two and one half hours, and no more than three hours per week, for each Saturday morning that school is in session. This is a great opportunity for secondary school students to obtain their 40 hours of community work.

- Qualifications:
1. Currently enrolled in Secondary School
  2. Beneficial if Polish, Portuguese, Italian or Spanish ( or another language we are offering) speaking, but is not necessary.
  3. Experience in working with younger students an asset.
  4. Recommendation from secondary school guidance head.

Support Provided: Co-ordinator will meet prior to, and during Saturday morning program to give direction as necessary, on an ongoing basis.

Apply to  
Volunteer: Secondary school students interested in volunteering on Saturday mornings may let your guidance counselor know. Guidance Heads may forward an email to the Manager of Continuing and Community Education.

This position will allow accrual of 40 community hours towards secondary student's community work requirement.

SUBMISSION Kindly submit the names and email addresses of secondary school students who are interested in volunteering to [tkelly@smcgsb.on.ca](mailto:tkelly@smcgsb.on.ca) or phone 705-722-3555 ext. 341