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Position Title: Asset and Capacity Building Program Classroom Assistant

Purpose

The *Asset and Capacity Building Program* (ABP) is looking for a Classroom Assistant that helps staff as they run Money Management sessions. The ABP Classroom Assistant helps ensure information is accurately delivered and understood by participants. Assistants may also help with background tasks such as set up, clean up, and snack preparation.

Position Summary

ABP Classroom Assistants work to support the delivery of Money Management training sessions of IRCOM's Asset Building Program. These sessions run for ten classes, either once or twice a week until they are complete. Assistants may also support other training sessions as needed.

Duties and Responsibilities

- Help participants complete tasks
- Follow directions as given by ABP staff
- Build relationships with participants
- Assist with interpretation where applicable
- Take initiative to engage with students and assignments
- Maintain open lines of communication with IRCOM staff
- Ask IRCOM staff for assistance as needed
- Assist with set up and clean up, including purchasing and serving snacks

Time Requirements

This position requires volunteers to attend programming once a week for two-and-a-half hours. Volunteers must commit to the entire ten-week Money Management training session.

Abilities, Skills, Experience, and Qualifications

- Good communication skills
- Fluency in languages other than English is an asset, but not required
- Exhibit patience and kindness
- Willingness to learn and receive constructive feedback
- Sensitivity to cultural differences, especially as they relate to handling money
- Must complete required training provided by IRCOM (see below)
- Must complete a satisfactory criminal record check and child abuse registry check

Orientation and Training

- All ABP Classroom Assistants must participate in a general orientation to IRCOM's mission, objectives, values, and programs.
- All ABP Classroom Assistants will be provided a copy of the training manual to be followed in the Money Management training session and are required to familiarize themselves with the material prior to class.
- All ABP Classroom Assistants are encouraged to participate in other training offered to IRCOM volunteers throughout the year. Volunteers also have the option to request specific training relevant to their position with IRCOM.

Supervision

ABP Classroom Assistants are under the direct supervision of ABP staff but can also expect to interact regularly with, and be held accountable by, Volunteer and Community Services Program (VCSP) staff. VCSP staff should be considered a supportive resource for volunteers.

Supporting Policies

The successful candidate will be expected to familiarize themselves with the IRCOM policies found in the Volunteer Handbook.

Working Conditions

Classroom setting, wheelchair accessible, indoors, some standing,-walking, and light lifting required.

Benefits

- A chance to build relationships with participants
- A chance to learn about other cultures and share your own
- The chance to help impart valuable life skills
- Access to all training offered to IRCOM volunteers
- The chance to develop your own communication and leadership skills
- The chance to attend volunteer recognition events held throughout the year
- A reference letter can be provided after three months of consistent volunteer service
- Access to all of IRCOM's internal job postings

To apply, fill out the online application form at <http://bttr.im/otznj> or contact Rayne at reisam@ircom.ca or by phone at 204-943-8765 ext. 111. Please Note: it may take a few weeks to receive a response.