



Volunteer posting – Parent's Council Volunteer Assistant **2600 Birchmount Rd. Toronto, ON**

The **Mennonite New Life Centre** is a vibrant settlement agency for newcomers to Canada. The Centre provides settlement services, language instruction and child-minding, together with emotional supports, employment mentoring and opportunities for civic engagement.

Our mission is to facilitate newcomer settlement and integration through holistic services and community engagement, carried out within a gender justice and anti-oppression framework. With this aim, we are offering a **Volunteer Internship Program for internationally trained newcomers to Canada** willing to use their professional skills to assist in the creation of community leadership and the implementation of a group project.

The Parent's Council

The Parent's Council offers encouragement, support and information about parenting issues, networking opportunities and social interaction. This will be a safe space to reflect on the settlement journey of newcomer children. The Parent's Council is made up of the parents of child care participants at the Mennonite New Life Centre.

We are looking for **one (1) Volunteer Parent's Council Assistant** to support the Parent's Council activities over the period of 4 months. This volunteer role is suitable for an internationally trained newcomer to Canada seeking a meaningful, professional volunteer experience and interested in gaining knowledge of the settlement sector as well as experience managing a program.

Main Responsibilities:

- Work collaboratively with the Parent's Council representatives to develop an agenda for the parents' council.
- Assist in the creation of relevant programming that takes into consideration the interest and concerns parents may have about their children.
- Implement creative activities to promote parent networking opportunities.
- Identify speakers and develop relationships with community agencies offering resources useful to parents.
- Organize and coordinate arrangements for the meeting, which includes coordinating speakers, booking of meeting rooms and other resources, serve light snacks, arrange equipment, photocopy materials and any other administrative duties as required.
- Promote parent's participation and collect parent's feedback for future activities.
- Develop one informative bulletin during the period, which covers resources and articles of interest for parents.

Requirements:

- Commitment for a period of 20 hours a month for a period four (4) months.
- Experience organizing and facilitating events.
- Understanding of settlement issues with a particular interest in newcomer children issues.
- Good verbal communication skills.
- Able to work independently as well as with others, with strong organizational skills.
- Good computer skills: Word and Internet.
- Enthusiastic, outgoing, creative and able to multitask.

Benefits:

- Create a network of contacts in the settlement sector.
- Develop leadership and organizational skills.
- Gain experience planning, organizing and promoting a community-based program.
- TTC fare and letter of reference upon completion.

If you are interested or want more information, please contact **Gabriela Martinez** at gmartinez@mnlct.org or call (647) 776-2057 x 303 before **August 15, 2011**.