

**SCARBOROUGH WOMEN'S CENTRE VOLUNTEER ROLE DESCRIPTIONS
VOLUNTEER HOST**

Position Title: Host
Program Area: Volunteer
Reports to: Coordinator of Volunteers
Purpose: The Host makes sure that the registration and start of our educational workshops goes smoothly. She contributes to a welcoming and safe environment for participants. She assists the workshop facilitator wherever possible to set up materials for the course.

Advantages: ***Volunteers Will***

- Gain insight into various issues pertaining to the empowerment of women.
- Develop skills such as active listening and communication skills
- Meet other women who are looking to make positive changes in their lives
- Attend the workshops at no charge
- Have the opportunity to apply for other volunteer roles

Time Commitment: Evening workshops run 6:30-8:30pm; Saturday's 10am to 3pm
Host is required to arrive 30 minutes prior to beginning of workshop and remain for 45 minutes into the workshop.

Qualities and Skills: ***Volunteers will:***

- Possess good interpersonal skills, be organized and detail oriented
- Be fluent in oral and written English
- Have a sense of humour!

Description of Duties: ***Volunteers will:***

- Be the initial contact for participants in the educational workshops and courses, ensuring a welcoming and safe environment where women can feel free to learn
- Arrive 30 minutes before the workshop start time
- Assist the Facilitator with setting up – this may involve photocopying, finding supplies
- Collect registration fees
- Ensure participants complete all required forms
- Problem solve and troubleshoot where necessary
- Be responsible for the key to the office

Training Requirement: Will shadow an experienced host following an initial orientation. All duties are documented in a protocol manual which will be given to the volunteer.

For more information on this position or how to apply to become a volunteer, please visit our website at www.scarboroughwomenscentre.ca or call 416 – 439 – 7111.