



MULTICULTURAL COUNCIL OF WINDSOR & ESSEX COUNTY

DESCRIPTION OF OPPORTUNITY

POSITION: C6 PROGRAM VOLUNTEER

PROGRAM OVERVIEW:

Embracing 6 'C's – Community, Connecting, Culture, Collaborating, Coaching, and Cooperating, the MCC C6 Program offers newcomers, immigrants, and refugees the opportunity to be matched with pre-screened volunteers living in the Windsor and Essex County area.

The pairing is mutually beneficial in that both parties will be engaged in cultural exchange; Canadian volunteers will assist refugees with settlement and social integration, while refugees introduce Canadians to their customs. C6 Program members will remain partnered for a period of four months.

The goal is that through social and community events with the volunteers, the newcomers will gain knowledge of, confidence in, and familiarity with both the Windsor-Essex County area, and in the activities of daily living for a family in Canada.

The program will accept applications from both individuals and families, and successful applicants will be matched appropriately.

QUALIFICATIONS AND EXPERIENCE:

- Must be a Canadian Citizen or Permanent Resident.
- Must have sensitivity for working with people from diverse backgrounds.
- Must have familiarity with the ethno cultural community in Windsor-Essex.
- Must be responsible, trustworthy, and stable.
- Must have effective interpersonal communication and problem solving skills.
- Must possess a valid Level 3 vulnerable sector police clearance at time of placement.

AREAS OF RESPONSIBILITY:

- Adhere to MCC policies and processes at all times.
- Commit to meeting weekly with a newcomer match.
- Arrange and facilitate social and community engagement activities with your match.
- Attend scheduled MCC C6 events.
- Complete monthly program follow-up interviews.
- Maintain the confidentiality of those involved in the program.
- Keep the immediate supervisor advised of all issues and concerns related to the program.

MCC CORE COMPETENCIES:

1. LEADERSHIP

- Seeks to understand support and work toward MCC’s goals and objectives.
- Steps forward to address difficult issues and presents concerns constructively.
- Champions new and innovative approaches
- Develops commitment in others through participative decision making and empowerment.

2. COMMUNITY DEVELOPMENT

- Participates in sector specific committees and promotes MCC vision.
- Develops and nurtures a strong network of contacts by partnering with community agencies, ethno-cultural groups and community committees.

3. CLIENT FOCUSSED

- Demonstrates an understanding of internal and external clients and gives precedence to the needs of clients.
- Requests feedback and input from clients and uses it for continuous improvement.

4. TEAM WORK

- Demonstrates a readiness to assist others.
- Participates actively on teams, contributing ideas and suggestions towards meeting MCC goals.
- Is open to others ideas and supports team decisions.
- Demonstrates awareness and respect for others’ objectives and responsibilities.

5. POSITIVE COMMUNICATION

- Presents information and expresses ideas clearly through the spoken word; influences or persuades others
- Writes clearly and effectively to present ideas and to document activities.

6. MANAGING RELATIONSHIPS

- Attempts to resolve conflicts situations collaboratively and works toward win – win situations.
- Builds support for ideas or changes by developing and presenting logical arguments
- Motivates and generates commitment by tying ideas into the needs and goals of MCC and others.

I understand the responsibilities outlined in this opportunity description:

Signature

Date