



**NEW
CANADIANS
CENTRE**
PETERBOROUGH

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VOLUNTEER ROLE DESCRIPTION:

SOCIAL GROUP/WORKSHOP FACILITATOR

Role Purpose:

As a Social Group/Workshop Facilitator, you will bring the New Canadians Centre's (NCC) passion for creating spaces of belonging to life. Using your own special skills, interests and talents, you will support newcomers — and Canadians when applicable — to actively participate in a variety of regular programs in Peterborough and Northumberland. These may include social groups such as crocheting, knitting, language exchange (French, Spanish, etc.), family and women's groups, as well as workshops on practical topics like citizenship-test preparation.

Duties and Responsibilities

- Lead group activities with the goal of creating social interaction, reducing isolation, and promoting a sense of community around a particular topic or interest.
- Create a welcoming environment where newcomers to Canada and their Canadian neighbours (if applicable) feel safe enough to explore new hobbies or gain knowledge together.
- Encourage participation from all members, offering support and extra encouragement to those who may be hesitant using both active-listening skills and empathy.
- Ensure that the group/workshop runs smoothly, including setting up the meeting space, preparing any materials, and making sure that the space is accessible and inclusive for all.
- Keep track of activity attendance, activity details, and any other relevant information for the organization's records and reporting as requested by NCC staff.

Qualifications

- Strong communication and interpersonal skills, with the ability to connect with a diverse range of participants and build rapport with them quickly and effectively.
- Active and empathetic listening skills to understand and respond to group/workshop members' needs.
- Be a highly patient individual as facilitating these groups/workshops often means working with newcomers who may be experiencing loneliness or social isolation and in addition, their first language may not be English.
- Excellent organizational and planning skills to coordinate regular meetings, in collaboration with other NCC volunteers and staff members.
- Reliability and commitment to lead meetings on a regular basis.

Accountability/Reporting:

Social Group/Workshop Facilitators will work closely with a specified NCC staff lead(s), and especially members of the Community Development Team, for each individual group/workshop.

**Everyone
welcome.**

