



## Volunteer Job Description Walk-In Days Interpreter

- Position Summary:** ● To assist client and Intake Workers where a language barrier exists.
- Responsibilities:** ● To act as an interpreter to clients speaking an alternate language to English.
- Skills and Qualifications:**
- Ability to speak and interpret another language.
  - Ability to work with confidential information and to operate in a position of trust.
  - Ability to communicate in a clear and concise manner.
  - Able to work in stressful busy environment.
  - Non judgemental.
  - The ability and willingness to talk and interact with a variety of individuals.
  - A caring and giving attitude.
  - This position requires the individual to be mobile and on their feet for their entire shift. Comfortable foot wear is a necessity.
  - The necessary language skills are determined yearly; however, the recurring requirements are:
    - Vietnamese
    - Cantonese
    - Slavik Languages
    - Farsi
- Time Commitment:**
- December 22 and 23 – Walk-In Days
  - Average shift is 4 hours
- Training Provided:** ● Orientation at Walk-In Days
- Immediate Supervisor:** ● Walk-In days Intake Coordinator.
- Benefits:**
- Opportunity to 'Share the Spirit of Christmas'.
  - The knowledge and sense of satisfaction that one assisted a large segment of the Edmonton community at their time of need.
  - Networking opportunities.
- Location:** ● Amiskawicy Academy – 101 Airport Road (Walk-in days location).
- Outcome:**
- The client is able to communicate their needs clearly.
  - Every client is dealt with in a pleasant, professional manner.
  - Every client is served in a swift and compassionate manner.
  - That the volunteer experience be a positive, fun and fulfilling one.