

Warm Welcomers– Village Commons



Volunteer Position: Warm Welcomers – Village Commons

Reports to: Program Supervisor, Village Commons

Are you passionate about creating a sense of belonging in your community? Want to be a ‘Warm Welcomer’ at our new Village Commons Hub? carya’s new Village Commons is a community hub designed for maximum community value, with something for everyone – a community kitchen, family centre, art studio, and a host of programs, counselling, and community development resources. Village Commons will be home to many of carya’s existing programs, but this space will also be something completely new and different for us. When you walk in to Village Commons, you’ll hear the sound of people’s voices - Calgarians of all ages, genders, and backgrounds chatting and connecting. You’ll see art on easels and smell enticing aromas coming from the community kitchen. Participants might come for one thing and stay for another. We want this to be a place where you feel welcome to pull up a chair and stay a while.

We are looking for a number of passionate individuals to be a part of our Warm Welcoming team to greet and invite people into the space, to find their way and make them feel at home.

Qualifications:

- A self-aware, energetic, enthusiastic and reliable person, who enjoys working with people of all ages and backgrounds.
- A willingness to learn and understand the range of services that Village Commons and carya will offer.
- An attitude of curiosity, caring, and flexibility when welcoming people and knowing that all people are welcomed and valued in the Village Commons Space.
- A comfort, openness and respect for working with people as they are, including life experiences, culture, identity, beliefs, and values.
- Strong interpersonal communication skills, specifically in the areas of empathy, listening, attentiveness and checking for understanding.
Equipped with organizational and time management skills.

Duties:

- To warmly welcome all individuals as they enter Village Commons
- Assist people with signing in and out of the building
- Provide a base knowledge of carya and Village Commons programs and services to inquiries
- Contribute to a safe and respectful place for the participants to belong
- Maintain confidentiality for participants who access programs and services within Village Commons
- Be attuned and responsive to the needs of individuals in the space as well as the space itself
- Communicate with onsite carya staff and other volunteers
- Participate in meetings and trainings that are relevant to position
- Report to Program Supervisor
- Assist in carrying out emergency procedures as required

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Training:

- Orientation to the policies and procedures of **carya** and Village Commons will be provided, including philosophy, values, volunteer code of ethics, rights & responsibilities, and the Greeter role.
- We will provide ongoing support and training on inclusivity and related skills that empower Warm Welcomers to fulfill their role to the utmost ability.

Time commitment:

- Volunteer screening, orientation, training and meetings
 - 15-20 Hours
- Direct volunteering:
 - Minimum 1 day per week ideally for 1 year, Monday – Friday (*note that there will be periods of building closure during the year for stat holidays and seasonal closures as well as flexibility for personal holidays/time off)
 - Shifts can be 3.5 or 7.5 hours
 - A monthly schedule will be determined in advance.
 - There will also be special events and unique opportunities that volunteers will be invited to participate in.

Benefits:

- The opportunity to have a meaningful experience in, with and for community.
- The invitation for you to share your skills, experience, and “spark” with Village Commons as a community member.
- Networking and connection with other volunteers, staff and community members.

Screening Requirements:

- All persons interested in volunteering must complete an application form.
- All persons applying for volunteer positions will be interviewed by the Program Supervisor or their designate.
- Acceptance as a volunteer is not automatic. The purpose of the interview is to determine if there is a mutual fit between the needs and values of the agency and the needs and values of the volunteers.
- As part of the volunteer screening, the following background checks will be completed: Vulnerable Sector Police Check, and reference checks.

If you are interested in this volunteer opportunity, please contact

HR@caryacalgary.ca

Please visit www.caryacalgary.ca for more information!