

Position Title	Arts & Crafts Coordinator
Department	Family Support Services
General Description	The volunteer will be responsible for planning, preparing, and leading all arts and crafts projects for members of the Parenting Group program on a weekly basis.
Skills	<ul style="list-style-type: none"> • Excellent communication and interpersonal skills • Ability to lead others in group activities and provide clear direction when needed • Experience planning and organizing arts and crafts activities • At ease being among inner city members who have a variety of needs
Responsibilities	<ul style="list-style-type: none"> • Plan, prepare and facilitate all arts and crafts projects with members of the Parenting Group • Must come prepared to all group sessions with arts and crafts activities • Assist with cleaning up after the completion of each activity • Provide clear direction and assistance regarding activities to members upon request • To perform other duties as required • Expected to be on time for all sessions and to give notice to supervisor if unable to attend/late
Commitment	Every Monday from 11:30am-2:30pm
Training	Orientation to Bissell Centre On-the-job training from the supervisor
Screening Required:	Application form, Police Information Check, Child Welfare Check, Interview , Reference Check
Benefits	<ul style="list-style-type: none"> • Develop valuable skills facilitating sessions with inner city community members • Opportunity to enhance interpersonal and communication skills • Gain a better understanding of inner city issues and the services Bissell Centre provides.

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