

**Langley Community Services Society***Serving Our Community Since 1971***LANGLEY COMMUNITY SERVICES – JOB POSTING ADM 16-04****Volunteer and Mentorship Training**

**Job Title:** Volunteer / Mentorship Training Consultant  
**Department:** Administration  
**Start Date:** ASAP

**Job Summary:**

The Volunteer and Mentorship consultant will design and develop curriculum for Diversity, Inclusion and Sensitivity training. The consultant will work closely with staff to increase the capacity of our current Volunteer/ Mentoring program and provide specific volunteer and diversity training to all our volunteers and mentors. Diversity Training is of paramount importance when working with newcomers and refugees as is training within a multi-cultural environment.

**Key Duties and Responsibilities:**

- Design and develop training curriculum on Diversity, Inclusion, and Sensitivity.
- Deliver training to our volunteers and mentors working with newcomers and refugee clients so that they would have the required skill, knowledge and training to work within the multicultural and often trauma "plagued" environment.
- Expand on current Volunteer/Mentorship Training that are designed for inclusion, acceptance, respect and integration of newcomers and refugee families into our communities.
- Conduct Train the Trainer workshop to increase capacity for staff
- Support staff with ongoing training and or re-training to ensure that curriculum for volunteer /mentor skills, comfort and knowledge set are kept up to date.

**Qualifications, Experiences and Abilities:**

- A minimum of a bachelor's degree and 5 years of related experience will be considered
- Extensive experience in curriculum development and train the trainer
- Highly experienced in working within a multi-cultural and diverse work environment
- Multicultural sensitivity and experience in cross-cultural development
- Familiar with outcome based program evaluation strategies.
- Excellent organizational and time management skills.
- Understanding settlement and integration issues as they relate to client integration.
- Excellent oral and written English language skills and group facilitation
- Ability to work effectively with various language interpreters.

**Additional Information:**

- ❖ This position is open to male or female applicants.
- ❖ Criminal Record Check is required.

**TO APPLY:**

Langley Community Services Society

*Serving Our Community Since 1971*

Please reply by **December 2<sup>nd</sup>, 2016** with Letter of interest, quoting Posting Number **ADM 16-04** to:

**Langley Community Services Society**  
**Attention: Mary Tanielian**  
**5339 – 207 St, Langley, BC V3A 2E6**  
**Email: Mtanielian@lcss.ca**

*Please note that only persons selected for an interview will be contacted.*