

# Volunteer Opportunities Available at the Mennonite New Life Centre

*Updated: March 13, 2012*

The **Mennonite New Life Centre** is a place of welcome, friendship and community, where newcomers and neighbors gather to support each other, learn from each other and take action together for a more just and compassionate society. We have three locations throughout the city. Volunteers play an important role in building this community of mutual support, reciprocal learning and collective action. They bring compassion and solidarity, knowledge and skills, ideas and enthusiasm to the activities and work of the Mennonite New Life Centre.

## **Office & Reception Assistant** (North York Office & Queen Street East)

We are looking for Bilingual **Office & Reception Assistants (Spanish/English)** to join our team volunteer office administrative support. We are looking for people to work on our two locations in the East and West end of the city. Days vary from Monday to Friday, as well as Saturdays. This is an excellent position for someone interested in customer service and/or working in the nonprofit settlement sector. Training provided.

## **Community Interpreter** (Off Site)

We are looking for **Volunteer Community Interpreters (Spanish/English)** to join our roster of community interpreters. This is a flexible position, in which we contact volunteers on a case-by-case basis, to escort clients to appointments, and interpret for them in various settings. Volunteers can expect to commit between 3-4 hours per appointment. We request a commitment to volunteer for at least 3-6 months. References checks apply. Excellent opportunity for someone interested in becoming a professional interpreter or someone interested in working in the social service sector.

## **Document Translator** (North York Office)

We are looking for a person to help translate identification documents from Spanish into English. This position requires the person to speak and write both in Spanish and English. The volunteer will work one day a week (Monday-Friday) out of our North York Site. Training and supervision will be provided. Excellent opportunity for someone interested in working as a professional translator.

## **Assistant for Seniors Program** (North York Office)

We are looking for a female volunteer to work as program assistant in our newcomer seniors group. The volunteer will need to speak Spanish and be required to support different areas of the program, including food preparation, set up and co-facilitation.

## **Computer Teacher for Newcomer Seniors** (North York Office)

We are looking for a computer instructor to teach basic to intermediate computer skills to newcomer seniors in Spanish. This position will run on Wednesdays out of our North York site.

### **How to apply?**

*Please contact our Outreach/Volunteer Coordinator by email: [jfarias@mnlct.org](mailto:jfarias@mnlct.org) for more information. You will need to complete a volunteer application form and send us a copy of your resume. You will be contacted for an interview and general orientation. Reference letters and certificates are provided to our volunteers.*

