

# VOLUNTEER OPPORTUNITY

The Salvation Army  
Community Services (Calgary)

POSITION:

**PROGRAM ASSISTANT – ADVANCE**

LOCATION:

Barbara Mitchell Family Resource Centre  
1731 – 29<sup>th</sup> Street SW  
Calgary, AB



## POSITION DESCRIPTION & RESPONSIBILITIES:

This volunteer will assist ADVANCE clients with job readiness skills. This could include but is not limited to:

- Provide one-on-one support for clients on resume writing,
- Provide one-on-one support for clients on interviewing skills and
- Provide one-on-one support for clients on online job search
- Support the Adult Education Facilitator for ADVANCE in group-based classes.

## REQUIRED SKILLS or INTERESTS:

- Patient and understanding of clients with limited language and/or literacy skills.
- Value a client centered service approach
- Strong writing and grammar skills.
- Strong listening and communication skills.
- Intermediate to advanced skills in Microsoft Word and Outlook
- Able to effectively use search engines to find information and locations (i.e. career information and job postings on company sites, job search engines and job boards.

## OTHER REQUIREMENTS:

- Volunteer Orientation with the Salvation Army.
- Abuse Prevention orientation & training.
- Complete all necessary screening for working with clients, provided by Volunteer Services
- On-site orientation and training will be provided by the Adult Education Facilitator.

## IF YOU ARE INTERESTED IN THIS VOLUNTEER POSITION PLEASE CONTACT:

Jenny Ko  
Adult Education Facilitator (ADVANCE)  
[JENNY.KO@salvationarmycalgary.org](mailto:JENNY.KO@salvationarmycalgary.org)  
Or Phone 403-930-2703

The Salvation Army exists to share the love of Jesus Christ, meet human needs and be a transforming influence in the communities of our world. Each position contributes to the mission of The Salvation Army.