

WOMEN'S CONVERSATION AND CRAFTS LEADER – Austin

Goal

Grow in friendship with our female clients! Help lead our activities during this event for English Learning, leading crafts, and creating a community of welcome in Austin.

Duties and Responsibilities

- Plan the craft activities before the Women's events.
- Communicate your schedule with the Volunteer Coordinator.
- Collect donations for the crafts and prepare them in advance.
- Teach other volunteers how to do the craft, so they can teach other volunteers.
- Take initiative to invite parents/refugees to do the craft, practice English with them while teaching the craft.
- Assist parents/children with the craft activity.
- After the event, communicate with the Volunteer Coordinator on how it went.

We also ask all volunteers to:

- Review the National Volunteer Handbook.
- Log volunteer hours through the Volunteer Portal.
- Communicate any concerns, conflicts, and celebrations to the Volunteer Coordinator.

Time Requirements

This is a monthly opportunity that lasts for 4 months. It lasts for about 2 hours. In addition, a WCC Leader can spend anywhere from 1 – 3 hours prepping materials remotely for the event.

Below is an example of a typical agenda at the Women's Conversation and Crafts event:

9:50 AM Volunteer Huddle and assign roles

10:00 AM - 10:30 AM Knock on program participant's doors to invite to the event, and welcome individuals and families.

10:30 AM Welcome announcement

10:30 AM - 11:00 AM Converse with one another, practice English, play games

11:00 AM - 11:45 AM The craft is introduced

11:45AM - 12:00 PM Wrapping up the craft and cleaning up

Skills & Qualifications

- Ability to work independently and is a natural leader.
- Interest in working with a multitude of different cultures.
- Passion or ability to make easy crafts.
- Experience or interest in teaching English is a plus!
- Must be a female volunteer.

Orientation & Training

Complete all onboarding steps in the Volunteer Portal:

- Background Check – 5 mins
- Local Orientation and E-learning Course – 1.5 hrs
- References – 2 mins

In addition, we ask you to attend at least one WCC event as a regular volunteer to get an idea of how the events are organized.