

## WOMEN'S CONVERSATION AND CRAFTS - Austin

### Goal

Grow in friendship with our female clients! Assist with English Learning, leading crafts, and creating a community of welcome in Austin.

### Duties and Responsibilities

- Knock on doors to invite women to the event.
- Help individuals settle into the craft or find a spot to talk with another volunteer.
- Pick up trash, help with setting up, and tearing down the event.
- Pair up with program participants and practice English.
- Assist with craft activities.
- Read books in English to groups of parents/children.
- 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 about 2 hours, below is an example of a typical agenda on a Women's Conversation and Crafts Day:

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

- 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