

Volunteer Role: Translation/Interpretation Volunteer

Time Commitment: Minimum six month commitment; half day (3.5 hour) shift/ week

Role Description:

Going through the refugee claim process without knowing English can be very difficult. If you speak, read, and write in another language, you can provide support by translating key documents for claims and interpreting in vital meetings in the office. The Volunteer Translator/Interpreter at MCRS:

- Researches and uses legal terms
- Maintains the style of the original document by creating tables, researching logos, etc.
- Assists case workers with interpretation. Communicates spoken messages clearly and accurately
- Works independently with minimal supervision
- Edits translations
- Maintains confidentiality

Goal of the Position:

MCRS is seeking motivated, high quality volunteers who can translate our high volume of documents

Requirements:

- High level of English proficiency
- Second language is required
- Commitment to a minimum of 6 months of service
- Moderate to high level computer literacy
- Compassionate and empathetic
- Proven ability to work independently and with minimal supervision
- Commitment to the values and mission of MCRS
- Available to attend an orientation session

Benefits of Volunteering:

- Learn office procedures
- Receive a reference letter after 80 hours of volunteer service
- Understand the network that helps refugees in the community
- Get involved in the community by attending and volunteering at MCRS special events and activities
- Learn to work individually and as a part of a team
- Gain experience working with vulnerable populations

Please send you application along with you resume to volunteer@mcrs.ca