

Restorative Justice Program

Volunteer Position Description

ABOUT THE POSITION:	
Position Title:	Mandarin Translator
Purpose of the position:	Provide Mandarin translation for people participating in a community program after being affected by a crime or incident. Victims, offenders and others in the Restorative Justice Program agree to take part in an alternative process to the court system to build together an agreement to repair the harm.
Responsibilities & Activities:	Accept assignments to specific cases referred to the Program and must assist program participants with translation until the completion of the process. This includes all individual and group meeting that the participants must attend.
Date/ Time / Shift of the event or activity:	Must be available either in the day or evening, or both, from Monday through Friday. (Most appointments occur in the evenings)
Site location (place, indoors/ outdoors etc.):	Touchstone Family Association
Working conditions (e.g. must be able to stand for a 5-hour shift):	Must be available to sit for the full duration of any meeting. Preliminary meetings can average 2 hours and group meetings can average 3 hours or more. (Most meetings average 2 hours.)
Benefits to the volunteer:	<ul style="list-style-type: none"> Make your community safer and healthier Work in a safe, respectful and team environment Received education and training on restorative justice Build communication skills Receive additional training opportunities (First Aid, Crisis Prevention, etc.) Receive recognition for volunteer contribution
Additional information about the position:	Translators will assist trained facilitators who have been assigned to the case and will work together to ensure that people who speak Mandarin can fully and fairly participate in a meeting or group discussion.
Event/Program Volunteer Contact Info (name, email & phone number)	Haroon Bajwa (Touchstone Family Association) Program Coordinator, Richmond Restorative Justice Program (Ph.) 604-207-5039 (Office) Email: hbajwa@touchfam.ca
ABOUT THE VOLUNTEER:	
Skills, experience, abilities required:	Proficient in Mandarin and English (Oral and Written) Additional languages such as Cantonese an asset, but not required
Personal traits/qualities desired:	<ul style="list-style-type: none"> Wants to help members of the community Non-judgmental Reliable and committed Organized and prepared. Open to constructive feedback and improvement Works well with others and is self-motivated
Education/ Qualifications required:	<ul style="list-style-type: none"> Work in Conflict Resolution an asset, but not essential. Education in Psychology, Sociology or Criminology an asset, but not essential. Experience working with children and/or families an asset, but not essential.
Languages:	Mandarin, English
Additional screening required for this position (e.g. criminal record check):	Interview and successful completion of a Criminal Record Check.
Training/Orientation required	Orientation and training will be provided by Touchstone Family Association

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for this position:	
Minimum Time Commitment/Shifts expected:	See "Working Conditions" (Above)
Other expectations of volunteer:	Friendly and Professional.