



Position	<b>French Speaking/Admin Volunteer</b>
Purpose	To be equally engaged with our English and French stakeholders so we can communicate with them in their preferred official language.
Benefits	A great opportunity to provide support as needed to enable communication with Dog Guides stakeholders, including the public, clients and applicants, donors and other individuals whose preferred language is French.
Tasks/ Duties	Variety of communication formats – in person, by phone, by video conference or in writing (email or print); Assist Dog Guides staff with listening to, understanding, and translating spoken messages from English language to French and vice versa; Convey spoken messages in person or remotely via internet-based technology or by telephone; Listen to French voice mail to determine an appropriate response and what team at Dog Guides should be engaged and informed; Respond to French voicemail and email enquiries in timely manner; Act as a liaison between our French stakeholder and Dog Guides staff
Commitment	One three-hour shift per week for a minimum of 6 months
Qualifications	Must be 18 years and older Ability to take direction Willingness to contribute to a safe and inclusive culture for all stakeholders Be fully bilingual in French and English
Training	On-the-job training with a staff professional Shadow-shift with an experienced volunteer
Time Commitment	Three hours each week, preferably on the same day of the week.

All volunteers are expected to act in accordance with the policies and values of Lions Foundation of Canada Dog Guides. Volunteers are expected to maintain a positive team attitude with staff and other volunteers in the performance of their duties. Dogs must be treated with kindness and respect at all times, any sign of abuse may result in immediate dismissal.