**Volunteer Job Description**

**Kinbrace READY Tour Interpreter**

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| **Assignment** | The READY Tour is a 2 hour orientation for refugee claimants to help them prepare for their refugee hearings. The tour is conducted in a hearing room of the Immigration and Refugee Board of Canada by an IRB officer. Claimants learn who will be involved in their refugee hearing, what the legal issues involved are, how to submit evidence and how the hearing is run. Claimants have their questions about the hearing answered and are provided with a hearing preparation guide to take home.The READY Tour is only able to provide this orientation if competent interpretation of the Tour is available. READY Volunteer Interpreters play a vital role in the success of the program. |
| **Primary Duties** | Provide interpretation of the READY Tour for refugee claimantsProviding interpretation for the Q&A period of the READY TourAssist claimants in completing pre- and post-tour questionnairesAssist claimants in completing tour evaluations |
| **Qualifications** | Fluent oral and written communication skills in English and at least one other languagePrevious experience as an interpreter Some knowledge of refugee claim process |
| **Screening** | Complete application questions on Kinbrace Volunteer Web PageIn-person InterviewPolice criminal record check 2 references (telephone #s) provided |
| **Time Commitment** | Alternating Friday afternoons and one Friday morning per monthTime commitment is approximately 2 and a half hours per READY Tour.Language interpretation needs vary from tour to tour |
| **Orientation and Training** | All orientation and training will be organized by the READY CoordinatorAttend a READY Tour prior to 1st interpretation assignment when possibleRead the *Refugee Hearing Preparation Guide for Refugee Claimants*Complete the Interpreter’s Agreement |
| **Working Conditions** | Interpretation occurs in an Immigration and Refugee Board hearing room or Canada Border Services Agency interview room at 300 W Georgia Street in Vancouver |
| **Benefits** | Opportunity to learn first hand about Canada’s refugee hearing processOpportunity to assist refugee claimants going through the claim processOpportunity to build interpretation skills and experienceLetter of reference for volunteer service provided upon request after successfully interpreting at 4 READY Tours |
| **Supervision and Feedback** | The READY Tour Interpreter reports directly to the READY Tour CoordinatorFeedback is provided based on refugee claimant evaluations following the READY TourVolunteers are encouraged to initiate meetings with the READY Tour Coordinator anytime  |