**Volunteer Job Description**

**Kinbrace READY Tour Translator**

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| **Assignment** | The READY Tour is a 2 hour orientation for refugee claimants with upcoming 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 conducted. Claimants have their questions about the hearing answered and are provided with a hearing preparation guide to take home.  Refugee claimants participating in the READY Tour often find themselves in need of translation of a few essential documents prior to the refugee hearing. The READY Translator plays a key role in assisting claimants with limited resources to submit documents that are key to their refugee claims. |
| **Primary Duties** | Translate foreign language documents that will be submitted to the Immigration and Refugee Board of Canada into English or French |
| **Qualifications** | Excellent written communication skills in English and at least one other language  Previous experience as a translator (certification preferred, but not required)  Some knowledge of refugee claim process |
| **Screening** | Complete application questions on Kinbrace Volunteer Web Page  In-person Interview  Police criminal record check  2 references (telephone #s) provided |
| **Time Commitment** | Varies depending on document and volunteer availability |
| **Orientation and Training** | All orientation and training will be organized by the READY Coordinator  Attend a READY Tour prior to 1st interpretation assignment when possible  Read the *Refugee Hearing Preparation Guide for Refugee Claimants*  Complete the Translator’s Agreement |
| **Working Conditions** | Duties are perfomed at volunteer’s location of choice |
| **Benefits** | Opportunity to learn first hand about the refugee hearing process  Opportunity to assist refugee claimants going through the claim process  Opportunity to build translation skills  Letter of reference provided upon request for volunteer service |
| **Supervision and Feedback** | The READY Tour Translator reports directly to the READY Tour Coordinator  Volunteers are encouraged to initiate meetings with the READY Tour Coordinator anytime. |