

VOLUNTEER CULTURAL NAVIGATOR DESCRIPTION

Hartford Public Library / Fall 2012

Qualifications:

- Twenty four years of age or older and have, at minimum, a high school diploma
- Prior experience interacting with people from diverse cultural and linguistic backgrounds
- Demonstrated interest in supporting the transition of new arrival families into the Hartford community
- Ability to be flexible and set limits
- Willingness to serve in the role of advocate
- Ability to listen with care and interest

Responsibilities:

- Meet with the assigned family a minimum of 2 hours per week over a 3-month period
- Participate in online and on-ground training to prepare for cultural navigating.
- Partner with assigned newcomer family to address their needs
- Understand that building relationships of trust with the assigned family is a gradual process
- Seek and initiate linkages with key Hartford-area services, agencies and networks
- Participate in special group events and activities
- Complete and submit CB/Family *Progress Report* forms to Intercultural Liaison every 5 weeks.

Scope of Volunteer Position:

- The primary focus of the position is that of interacting with parent(s) in weekly meetings on site at the Library. **NOTE:** In cases when children accompany their parents, meetings may take place in the Children's Dept., 3rd floor or a reserved meeting/study room on the 2nd floor
- A minimum of 21 hours will be spent working with the family at the Library or at locations *within walking distance of the Library* -- prior to accessing venues that require public transportation
- Cultural Navigators and their families can use public transportation to reach venues that are not within walking distance after completing the required 21 on-site hours. (Bus tokens will be made available)
- **NOTE: To ensure that all families benefit equally from their relationships with their Cultural Navigators, no Cultural Navigators should lend money or purchase items for their assigned family.**

2/2012



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