**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**