

SERVICE AREA: Immigrant Services

POSITION: English Conversation Circle Volunteer

Current Mode of Program Delivery: In-person (Monday – Thursday)

REPORTS TO: Jin Doh and Fabio Roquetti

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TIME COMMITMENT: 1.5-3 hours per week

Immediate Volunteering Duration: September 18th- June 21st, 2023

APPLICATION DEADLINE: ASAP

FUNCTION:

The volunteer is responsible for facilitating an English Conversation Circle group (between 8 – 15 adult participants). Volunteers will be responsible for brainstorming and planning different topics to allow newcomers to practice their spoken English. These topics should address practical needs of participants, facilitate conversation, and provide opportunities for social connection. Our goal is to support newcomer adults in feeling welcome to the community, confident in their English language skills, and connected to others.

SPECIFIC RESPONSIBILITIES:

- To prepare topics and activities for newcomer adults to Canada considering a variety of English language levels
- To provide leadership and work with other YMCA staff and volunteers to deliver the program
- To assist with program related tasks (attendance, directions to classrooms)
- To participate in the delivery and evaluation of conversational English sessions for adults
- To develop positive relationships with teachers, other volunteers and participants while displaying a professional attitude
- To set up and take down the program area each day, including clean-up of all areas
- To adhere to YMCA agency rules and procedures and maintain confidentiality of agency and client information.

QUALIFICATIONS:

- Excellent oral and good communication skills
- TESOL/TESL certification or related ESL teaching experience would be an asset
- Previous experience in a multicultural environment would be an asset
- Basic knowledge of K-W area and its resources
- A good understanding of the Canadian systems (e.g.: legal, political, health etc.)
- Good interpersonal skills
- Acceptable Criminal Reference Check

COMPETENCIES REQUIRED:

Reliability: Commits to attending the program for entire duration and is prepared to lead the group at each session.

Coaching & Development: Commits to assisting participants, volunteers, staff and self in continuous learning and development.

Communication: Communicates in a thorough, clear and timely manner to support information sharing.

Leadership: Motivates and inspires self and others to take action to achieve desired outcomes.

Results Oriented: Has the ability to manage, lead to achieve, and exceed identified goals.

Relationship Building and Collaboration: Builds positive interactions, both internally and externally, to build enthusiasm and appreciation to achieve work related goals.

Sense of Community: Demonstrates an awareness and understanding of communities and responds to their needs.

Tolerance for Ambiguity: Functions effectively in situations of less than perfect or incomplete information.

In addition to the above competencies the Association Core Competencies are required, **Commitment to Organization Vision and Values, Diversity, Integrity, Teamwork.**

Note: This position requires a commitment to the YMCA mission and core values, as well as a commitment to building developmental assets in children and adults.

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