

Volunteer Job Opportunity

Job Description - English Conversation Circle Facilitator

Purpose of Position: To provide facilitation of English Conversation Circles, which offers a forum where newcomer adults to Canada can gather in a safe and supportive environment in order to practice their English language speaking skills.

Staff Support: Community Connections Coordinator

Location: Paris Branch--County of Brant Public Library

Commitment:

- Consistent commitment of 2 hours per week
- For approximately 4 – 12 months

Qualifications:

- Experience with and/or interest in working with persons for whom English is a second language and who are involved in increasing their skills.
- Experienced/interested in working with newcomers; people from diverse ethnic backgrounds
- Excellent communication and active listening skills (must have a broad base of knowledge and significantly enhanced English vocabulary, and excellent articulation)
- Dependable, self motivated, ability to work with minimal support
- Non-judgmental, empathic, and encouraging
- Experience learning a second language would be an asset

Responsibilities:

- Facilitate a English Conversation Circle or one on one language support on a weekly basis
- Research/prepare weekly conversation subjects
- Create an environment of warmth and inclusion
- Maintain an environment that is free of bias/favoritism
- Treat all participants with dignity and respect
- Provide an inclusive and safe environment to all
- Adhere to the YMCA mission, values and procedures
- Completed Criminal Reference and Vulnerable Sector police reference check

Training and Support:

- Volunteers receive YMCA Immigrant Settlement Services Volunteer Orientation
- Position training will be provided on site.

Benefits:

- Volunteers are valued members of the YMCA Volunteer team
- Reference letter provided upon request
- Gain an understanding of settlement and immigration, languages and community development
- Recognition for volunteer contribution

E-mail Resume and Cover Letter to:

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