

Online English Conversation Circle Facilitator

(Revised 2020)

Purpose

The English Conversation Circle Facilitator works online via Zoom with a mixed group of ESL learners ranging from beginner to intermediate level of English, to help them learn useful English conversation skills and support them in gaining confidence in communicating in English.

Duties & Responsibilities

- Welcome the group and facilitate the session
- Initiate conversations based on a pre-determined topic with a small group of newcomers
- Engage and encourage all participants to speak English
- Explain unfamiliar concepts and words when needed
- Collaborate with other Conversation Circle Leads to determine topics on the shared google doc
- Record the time spent volunteering and preparing for the session
- Maintain a warm and welcoming environment where each participant is treated with dignity and respect

Time Commitment

- Online Programs will run weekly starting January 2021 until June 2021
- 1 hour session weekly

Skills & Qualifications

- Strong command of the English language (Minimum CLB level of 7 in Reading, Writing, Listening and Speaking)
- A TESL/TESOL certificate would be considered an asset.
- Experience in mentoring or teaching adults or seniors in a learning environment
- Familiarity with using Zoom and the internet
- Sensitivity to and/or understanding of the immigrant experience and challenges facing newcomers
- Commitment to equity and anti-oppressive practices
- Demonstrated ability to work with individuals from diverse backgrounds
- Warm and friendly demeanor and positive attitude
- Maturity and an active listener
- Patient and punctual
- Self-initiative and enthusiasm
- Teaching experience and additional languages an asset
- Application form, interview and 2 references required

Boundaries & Expectations

- Strict maintenance of confidentiality
- Volunteers are not to offer any services privately and/or for a fee
- Volunteers must direct any questions, queries and concerns to ISGW staff
- Volunteers must decline gifts, favours, and payment from program participants
- Communication shall be maintained with program staff
- Volunteers are expected to adhere to our mission and values and choose activities that are non-partisan, non-political, and non-religious
- Participation in the program as a volunteer shall not constitute the promotion of any sales or services for personal gain, nor is it an appropriate platform for recruitment of participants into groups or activities for personal gain (i.e.: groups with private membership, payment of fees, recruitment into religious orders/groups etc.)

Training/Orientation

Volunteers receive one on one orientation with the Volunteer Mobilizer and Community Connections Outreach Worker

Supervision

- Community Connections staff will be hosting and supervising the sessions.
- Volunteers are expected to provide their volunteer hours through google sign-in sheets.
- The program volunteers report to the Volunteer Mobilizer.

Benefits

- Have the opportunity to meet people in your community
- Gain experience in adult education and in teaching immigrants useful English conversation skills
- Show your capacity to work with an intercultural group of people
- Expand your knowledge of various cultures and backgrounds
- Volunteer Recognition
- Build your network and possibility to gain future reference if needed

Location

Currently through online tools like Zoom

Risk: MEDIUM

- Contact with vulnerable clients
- Access to confidential information