

**SERVICE AREA:** Immigrant Services

**POSITION:** English Conversation Circle Volunteer

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

**REPORTS TO:** Catherine Leveck

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**TIME COMMITMENT:** 1.5-3 hours per week every week for an entire term (example term: September – December)

**APPLICATION DEADLINE:** Hiring for this role happens on an ongoing basis. Our need for volunteers varies depending on clients' participation.

**FUNCTION:**

The volunteer is responsible for facilitating an English Conversation Circle group (between 8 – 15 adult participants). Our goal is to support newcomer adults in feeling welcome in the community, confident in their English language skills, and connected to others.

Volunteers will be responsible for brainstorming and planning different topics to allow newcomers to practice their spoken English, as well as facilitate conversation and provide opportunities for social connection.

**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 employees 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 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 written communication skills
- TESOL/TESL certification or related ESL teaching experience is an asset
- Previous experience in a multicultural environment is an asset
- Basic knowledge of the Kitchener-Waterloo (and surrounding) area and Community Resources
- An understanding of the Canadian systems (e.g.: legal, political, health etc.)
- Strong interpersonal skills
- Acceptable Vulnerable Sector 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.

**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, Values & JAIDE:** We aspire to build connected and resilient communities. We are working to be a leader in challenging systemic bias and barriers by creating and providing equitable access to individuals and communities to support their emotional, mental and physical health, and overall well-being. When individuals feel included and supported, it fosters social connection, leading to positive impacts on our communities' health and well-being.