

English Conversation Circle Facilitator

(Revised 2019)

Purpose

The English Conversation Circle Facilitator works 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

- Facilitate English conversation groups
- 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
- Maintain a warm and welcoming environment where each participant is treated with dignity and respect
- Assist staff to plan sessions and select materials
- Assist staff to prepare materials- photocopying, cutting, sorting
- Assist staff during the program with set-up and clean-up

Time Commitment

- 2 hours per week for the duration of the program session.

Skills & Qualifications

- Strong command of the English language (Minimum CLB level of 7 in Reading, Writing, Listening and Speaking)
- Although this is not a formal ESL class, having a TESL/TESOL certificate would be considered an asset.
- Clear, confident and fluent oral communication in English
- Experience in mentoring or teaching adults or seniors in a learning environment
- 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
- Familiarity with Microsoft Office programs and the internet
- Familiarity with using a laptop, LCD projector, photocopier, fax machine, scanner and paper-cutter
- Warm and friendly demeanor and positive attitude
- Maturity
- Active listener
- Patient and punctual
- Self-initiative and enthusiasm

- Teaching experience and additional languages an asset
- Application form, interview and 2 references required
- 18+ with a Police Record Check showing no violent offences or offences related to the Vulnerable Sector

Training/Orientation

- The English Practice Group Facilitator will go through orientation by the Volunteer Mobilizer from Immigrant Services – Guelph Wellington.
- They report to the program staff and the Volunteer Mobilizer. They are expected to sign in and sign out at each shift.

Supervision

English Practice Group Facilitators work alongside a program staff member most times. Conversation Circle Facilitators report to program staff and 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 intergenerational & 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

May vary according to Program.

Risk: MEDIUM HIGH

- Contact with vulnerable clients
- Access to confidential information
- Physical exertion- lifting, moving, and stacking chairs and tables
- Working in a busy and noisy environment