

Conversation Circle Facilitator Volunteer Position Description

Purpose of Position:

English Conversation Circle provides a forum where newcomers to Canada can gather in a safe and supportive environment in order to practice their English Language speaking skills.

Staff Support:

Abir Alsaid - Community Connections Worker

Cell: 905-531-3953 / email: abir.alsaid@ymcahbb.ca

Location: Varies library locations

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),
- Excellent knowledge and experience of Canadian culture and norms
- Dependable, self-motivated, ability to work with minimal support,
- Non-judgmental, empathic, and with a positive manner,
- Having also learned a second language as an adult is most helpful in this position.

Responsibilities:

- facilitate a ESL Conversation Circle on a weekly basis,
- Research/prepare weekly conversation subjects,
- Create an environment of warmth and inclusion,
- Treat all others with dignity and politeness,
- Provide an inclusive and safe environment to all

Boundaries and Limitations

- Refrain from teaching/correcting during conversation,
- Refrain from giving information about settlement/legal issues to participants (refer to YMCA Settlement Specialist),
- Maintain an environment that is as free of bias/favoritism,
- Adhere to all of the YMCA policies and procedures.

Training and Support:

- Volunteers receive YMCA volunteer orientation,
- Position Training will be provided on site. Position shadowing an English Conversation Circle Volunteer Facilitator is possible.

Benefits:

- Volunteers are valued members of the YMCA teams,
- Coverage under YMCA's comprehensive general and liability insurance,
- Reference letter when requested,
- Increased knowledge of persons from diverse ethnic backgrounds.