



NEIGHBOURHOOD LINK
SUPPORT SERVICES

CONVERSATION CIRCLE VOLUNTEER

Reporting to: The Volunteer Convenor and Program Facilitator.

Job Summary: The Conversation Circle Volunteer works with the Newcomer Support Services staff to assist Newcomers in becoming familiar and comfortable with the English language individually and in a group setting.

The volunteer hours are 12:30pm-2:30pm on Tuesdays or Thursdays weekly. Each position is assigned for a three month period but can be extended for an additional three months upon request and with approval of the placement supervisor. A minimum 75% attendance is required.

Duties:

- Engage and encourage participants to speak in English
- Correct the participants' English to improve grammar
- Define words and concepts to widen the participants' vocabulary and understanding of the language
- Lead conversational groups
- Create English learning games and facilitate game playing
- Prepare materials based on chosen topics
- Encourage group members to present to all participants
- Assist staff during the program with set-up/clean-up of environment

Qualifications and Requirements:

- Knowledge and experience in teaching/instructing small groups preferred
- Well acquainted with the Canadian culture and lifestyle
- Excellent command of the English language and communication skills
- Excellent customer service skills, committed to "client-centered" approach
- Sensitivity to and understanding of the issues, concerns and barriers facing new Canadians and the unemployed
- Must be willing and able to work with clients from diverse cultures and backgrounds
- Team player and willing to work flexible schedule
- Ability to mentor other volunteers
- Willingness to attend training sessions and workshops
- Familiarity with computer operating systems and office applications preferred

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