



## **VOLUNTEER POSITION DESCRIPTION**

**Position Title:** Conversation Circle Volunteer

**Responsible to:** Coordinator of Volunteer Services and assigned program facilitator

**Objective of Position:** To provide adult English language learners an opportunity to practice informal English language conversation, while at the same time connecting with members of the Victoria community

### **Position Activities:**

- Attends a newcomer English language conversation circle on a weekly basis
- Facilitates interactive small group conversations with English language learners
- Provides support with pronunciation and grammar
- Contributes to creating a positive, welcoming learning environment
- Helps boost learners' confidence
- Answers questions about Canadian culture and the Greater Victoria community

### **Benefits:**

Helping English language learners; interacting and engaging in an inter-cultural environment

### **Requirements of Volunteer:**

- Advanced written and spoken English
- Facilitation skills preferred
- Experience working with adult English language learners an asset
- Cross-cultural experience or a personal commitment to learning about other cultures
- A good listener, patient, supportive and empathetic to newcomers
- Able to take direction from program facilitator and carry out duties independently
- Consistent attendance and reliable
- Strong familiarity with the Greater Victoria community and Canadian culture
- Proficiency in a language other than English is an asset
- A criminal record check is required

### **Time and Commitment:**

- 1 – 2 hours/shift, 1 shift/week
- 8 – 10 week commitment
- Position located at ICA or GVPL

Guidance and support provided by Coordinator of Volunteer Services and program facilitator

Updated July 2019