



VOLUNTEER POSITION DESCRIPTION

Position Title: English Class Teacher's Assistant (TA)

Responsible to: English language instructor and Coordinator of Volunteer Services

Objective of Position: To assist adult English language instructors with classroom activities, including individual, small group, and general classroom assistance

Position Activities:

- Attends a newcomer English language class on a weekly basis
- Assists language instructors with facilitation of daily lesson plan
- Provides support to adult English language learners (students) in the areas of reading, writing, speaking and listening
- Assists students in preparing for language assessments
- 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:

- Teaching and/or tutoring experience an asset
- Experience working with adult English language learners a plus
- Advanced written and spoken English
- 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 class instructor
- Consistent attendance, reliable, and able to carry out duties independently
- 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:

- 2.5 - 3.0 hours/shift, 1 shift/week
- During English language class hours
- Minimum 3-month commitment
- Position located at ICA

Guidance and supervision provided by the assigned instructor and Coordinator of Volunteer Services

Updated July 2019