



**VOLUNTEER JOB TITLE:** Virtual Conversation Circle Facilitator

**PURPOSE:** English Conversation Circle provides a comfortable zone where newcomers practice their English language speaking skills in a safe and supportive environment.

ECCs are important tools for newcomers to gain more confidence in general communication and to make informed decisions in job search and settlement in their new country.

**LOCATION:** Virtual, through Zoom or other virtual outlet. ( Subject to change)

**SUPERVISOR:** Newcomer Services Manager/Assignee

**Time Commitment:** 1-2 hours per week.

## **DUTIES AND RESPONSIBILITIES**

- Facilitate English Conversation Circle on a weekly basis,
- Research/prepare weekly topics and lessons.
- Create an engaging environment of warmth and inclusion
- Treat all others with dignity and politeness,
- The volunteers should be professional and sensitive when dealing with confidential matters, and flexible to the client's needs
- Engage and encourage all participants to speak English
- Explain unfamiliar concepts and words when needed

## **QUALIFICATIONS**

- Educational experience and/or interest in working with persons with very basic English skills and low literacy level.
- Experienced/interested in working with newcomers; people from diverse ethnic backgrounds
- Excellent communication and active listening skills (must have strong command of the English language vocabulary and articulation)
- Excellent knowledge and experience of Canadian culture and norms
- Dependable, self-motivated, ability to work with minimal support.



- Age 18 years or older
- Unbiased, compassionate, and with a positive attitude.

#### **BENEFITS TO VOLUNTEERS:**

- Volunteers can help provide an opportunity for the newcomers to improve their English skills to aid in their settlement journey
- A great opportunity to pursue an interest and gain new information, develop skills or enhance existing knowledge
- Personal pride and community recognition for helping newcomers
- Helps to connect with the society working in the diverse environment.
- Encourages others to be involved in various areas of community volunteering

#### **Risk:**

Low, Supervised by staff member.

Apply Online: <https://wesley.ca/volunteer>

Or

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