

English Conversation Group Volunteer Facilitator Description

About the Program

The Winnipeg Public Library's adult English Conversation Groups (ECGs) provide an opportunity for newcomers to practice their English conversation skills in a small group setting, focusing on current events and topics of personal interest.

How Volunteers Can Help

Share your enthusiasm for engaging adult newcomers in learning English! Are you friendly and outgoing, skilled in facilitation, and want to help adult newcomers practice their conversational English? English Conversation Groups provide an opportunity to practice spoken English in a non-judgmental, safe and fun atmosphere.

You will lead discussions about current events and topics of personal interest in a fun and relaxing atmosphere. This is an opportunity to introduce adult newcomers to our community, make new friends, and learn about culture.

Location

- Various Winnipeg Public Library branches and/or online through Zoom.

Time Commitment

- In-Person at Library branches: one 90-minute class each week for a 6-8-week session and approximately 60-minutes each week for class preparation.
- Online through Zoom: two 60-minutes classes each week for a 3-week session and approximately 60-minutes each week for class preparation.
- Volunteers are asked to facilitate up to two or three sessions per year.

Volunteer Profile

As the English Conversation Group Volunteer Facilitator, you will:

- Initiate and facilitate English Conversation Groups of suitable topical discussions, ensuring that all participants are involved equally.
- Be friendly, welcoming and respectful to individuals from diverse ethnocultural backgrounds.
- Be able to manage personal conflict in a group, and provide positive guidance and encouragement.
- Refer issues and concerns to the Library contacts.
- Gather participant program feedback and submit own program feedback and suggestions for program improvement.
- Share best practices and ideas with other Library ECG Volunteer Facilitators.

Your education and qualifications include:

- Must be a minimum of 18 years of age.
- Excellent English communication skills (written, oral, and listening).
- Must be fluent in English.
- Certificate in Teaching English as a Second Language an asset.
- Previous experience in teaching adult new Canadians EAL an asset.
- Sensitivity to and understanding of the issues, concerns and barriers facing new Canadians.
- Must be willing and able to work with participants from diverse cultures and backgrounds.
- Leadership skills and experience in group work.
- Mature, reliable, and able to work independently.
- Friendly, welcoming, respectful, and have a positive attitude.
- Able to provide your own transportation to the program site.

Training and Criminal Record Checks

- Must provide a clear Criminal Record Check (with Vulnerable Sector Search) at your expense from the Winnipeg Police Service when a placement is ready. Criminal Record Check must be current – within the last three months.
- Volunteers will receive an orientation prior to beginning their placement, including an information kit. A Winnipeg Public Library Outreach Librarian will provide guidance and support to the Volunteer Facilitators and will be available to assist as required.

Accountability

Volunteers must:

- Participate in an orientation session and ongoing training sessions, at mutually agreeable times.
- Commit to facilitating at least two or three full sessions per year:
 - For in-person sessions: one class each week for 6-8 weeks
 - For online sessions: two classes each week for 3 weeks
- Call the Library Branch if they are unable to fulfill a shift or are no longer available to volunteer.
- Communicate any questions or concerns about the program to the Outreach Librarian, or to the Library's Administrative Coordinator of Adult Programming and Outreach.

How to Apply

Call Chris Laurie, Acting Administrative Coordinator of Adult Programming and Outreach, at 204-391-2703.