

## ENGLISH CONVERSATION GROUP VOLUNTEER DESCRIPTION

Time Commitment: approx. 3 hours a week for an 8 week session; up to 3 sessions a year

Location: Various branches of Winnipeg Public Library

### Duties and Responsibilities:

Share your enthusiasm for engaging newcomers in learning English! Are you friendly and outgoing, skilled in facilitation, and want to help newcomers practice their conversational English? English Conversation Groups (ECGs) provide an opportunity to practice English in a non-judgmental, safe and fun atmosphere. Help build adult newcomers' skills in spoken English and create confidence in speaking – in an informal, respectful and inviting space.

Duties include the following responsibilities:

- Participate in orientation and ongoing training sessions.
- Able to initiate, and facilitate, weekly English Conversation Groups of suitable topical discussions, ensuring that all participants are involved equally.
- Be friendly, welcoming and respectful to diverse participants.
- Able to manage personal conflict in a group, and provide positive guidance and encouragement.
- Able to 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, ideas with other Library ECG leaders.

### Skills and Qualifications:

- Must be a minimum of 18 years of age.
- Certificate in Teaching English as a Second Language an asset.
- Previous experience in teaching adult new Canadians EAL/ESL an asset.
- Excellent English communication skills (written, oral, and listening)
- 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 undergo a Criminal Record Check, with Vulnerable Sector Search, on request of Winnipeg Public Library.
- Able to provide their own transportation to the program site.

Training and Criminal Record Checks:

- Must have completed the Volunteer Applicant Screening Process that includes the application.
- Must provide a Criminal Records Check (with Vulnerable Sector Search) from the Winnipeg Police Service when a placement is ready. Criminal Record Checks must be current – within the last three months.
- Volunteers will receive an orientation prior to beginning their placement, including an information kit. The Lead Volunteer Facilitator will provide guidance and support to the Volunteer Facilitators and will be available to assist as required.

Accountability:

Volunteers must:

- Report to the program site Branch Head, Lead Volunteer, and Outreach Librarian who coordinates the program, as appropriate.
- Undergo an in-person orientation, at a mutually agreeable time.
- Call the branch if they are unable to fulfill a shift or are no longer available to volunteer.
- Commit to at least one full session (8 weeks with one program a week), at least twice a year.
- Communicate any questions or concerns about the program to the Outreach Librarian, or to the Library's Administrative Coordinator responsible for Adult Programming.
- Complete a Criminal Record Check, including vulnerable sector search, before being placed in the program.