



Job Title: **ESL Instructor: Basic Level Instruction**

Department: Seniors Division

Reports to: Mandarin Outreach Program Coordinator

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**POSITION SUMMARY:**

Using program resources, deliver weekly ESL instruction to Mandarin-speaking seniors. There is some flexibility within the program resources for the Instructor to introduce new material. Instructional workshops are held Tuesday mornings from 10:00am – 11:30am.

**QUALIFICATIONS:**

- Ability to speak and write Mandarin and English fluently(required)
  - Translation from English to Mandarin (required)
- Experience in workshop delivery (required)
- Previous ESL instruction (required)
- Reliable and punctual
- Prior experience working with seniors (preferred)
- Excellent interpersonal skills
- Willingness to accept supervision and to work directly with the Program Coordinator

**MAJOR RESPONSIBILITIES:**

- Deliver basic ESL instruction to seniors on a weekly basis using available program resources
  - New material(s) and/or instruction methods to be discussed and developed with Program Coordinator
- Provide group instruction and one-to-one support to individuals as required
- Assess participant progress and provide constructive feedback
- Facilitate course evaluation(s), and solicit input for future session ideas

**RECRUITMENT PROCESS:**

- Complete application form; provide resume and cover letter outlining qualifications for position (Application can be found at <http://dixonhall.org/volunteer-form/>)
- Screening interview with Manager, Volunteer Program and Human Resources
- Interview with Mandarin Outreach Program Coordinator

**ORIENTATION/TRAINING:**

- Volunteer Orientation and Safety Training workshop (required)
- Orientation and training to Mandarin Outreach program responsibilities and expectations
- On-the-job training provided by Program Coordinator

**TIME REQUIREMENTS & COMMITMENT:**

- Workshop Sessions: Tuesday mornings from 10:00am – 11:30am
- Commit to a minimum of six (6) months participation
  - One shift per week plus prep time

**LOCATION:**

- 58 Sumach Street, Toronto, ON (South of Queen St E, east of Parliament St)

**BENEFITS:**

- Obtain transferable skills and knowledge in the areas of aging and supporting seniors
- Contribute to the health and well-being of seniors by reducing isolation and providing social interaction opportunities
- Letters of reference provided after 24 hours of service
- TTC tokens provided if volunteer lives more than 5km from the workshop location
- Become engaged in the local community

**For more information and to apply, contact:**

Dixon Hall Neighbourhood Services Volunteer Department  
416-863-0499 ex. 3225  
volunteer@dixonhall.org

To apply on-line go to [www.dixonhall.org/volunteer](http://www.dixonhall.org/volunteer).