



Job Title: **Conversation Circle Program Volunteers**

Department: Settlement Services
Reports to: Settlement Services Program staff

PROGRAM OVERVIEW:

Dixon Hall Neighbourhood Services, funded by Citizenship and Immigration Canada, recruits and trains dedicated volunteers to work with a variety of newcomers from the community. Volunteers in the Conversation Circle program have the opportunity to work with adult learners in small group settings. Our learners have a range of abilities and challenges that are reflective of a variety of learning styles and needs. Learners and volunteers work together to build strong verbal English conversation skills which helps to build confidence, and independence – all important factors in becoming life-long learners.

The Conversation Circle program is seeking Program Leaders to partner with program staff to provide assistance and encouragement to the learner(s) in small group settings. The focus of the program is to encourage conversational English skills to assist learners with day-to-day tasks.

POSITION SUMMARY:

Conversation Circle Program Volunteers support learners to gain and improve their basic English skills and their knowledge of Canada, Canadian culture, and current events. Your good knowledge in one or more of these key learning areas will assist learners in gaining and/or improving these skills to assist them in achieving their learning goals. Volunteers develop a learning plan for delivery over a 6 – 8 week period focusing on one of the above knowledge areas. Templates and examples are available from the Program Coordinator.

Conversation Circle Program Volunteers are required to commit to a minimum of one 2-hour shift per week to support learners for a period of six-months. Morning and afternoon sessions are available. Sessions are held Tuesdays, Wednesdays and Fridays.

NUMBER OF AVAILABLE POSITIONS: 4

QUALIFICATIONS:

The ideal candidate for this position should possess the following skills and qualifications:

- Strong communication skills in English (other languages also an asset)
 - Friendly and outgoing; comfortable meeting and speaking with people
- Demonstrated experience teaching adult learners basic English
 - *Candidates will be asked to demonstrate their skills as part of the interview process*
- Patient with and non-judgemental of others
- Ability to communicate respectfully with diverse populations and cultures
- Reliable and punctual for all scheduled shifts
- Willing to accept supervision and takes direction well

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MAJOR RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Assist adult learners in gaining experience, and confidence in conversational English skills
- Provide one-on-one support to learners as required
- Work co-operatively with program staff and other volunteers to maintain a safe, supportive learning environment
- Encourage the learners to practice and review the material(s) learned at each session
- Represent Dixon Hall in a professional manner when working with learners
- Complete all paperwork/documentation as required

ORIENTATION/TRAINING:

Successful candidates will be provided with comprehensive orientation and training facilitated by the Program Coordinator. Volunteers are also required to attend/participate in the following training sessions:

- Volunteer Orientation and Safety Training (2 hours)
- On-line AODA Training (45-minutes)

TIME REQUIREMENT:

- Commit to a minimum weekly 2-hour tutoring shift for a minimum of six (6) months
 - *Time also required off-site for session preparation (approximately 1 hour per week)*
- Attend all required orientation and training sessions as assigned by agency staff

LOCATION: Dixon Hall Settlement Services office – 417 Gerrard Street E, 2nd Floor

BENEFITS:

- Volunteers will have the opportunity to gain skills in the areas of: program implementation, networking, organization, and to promote the wellness and independence of members.
- TTC tokens provided to volunteers who live more than 5km away and do not qualify for the Ontario Works transportation allowance.
- Reference letter provided after 24 hours of volunteer service.

For more information and to apply, please contact:

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

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