



Job Title: **English Class Instructor: Mandarin Program**

Department: Senior Services

Reports to: Mandarin Program Outreach Coordinator

PROGRAM OVERVIEW:

The English Class Instructor will develop and deliver weekly sessions to Mandarin-speaking seniors focused on encouraging and improving conversational English skills to assist learners with day-to-day tasks. Instructional workshops are held on Thursday afternoons from 2:00pm – 3:30pm at the agency office located at 58 Sumach Street, Toronto.

Successful volunteer candidates will have experience in delivering English lessons in group settings, and preferably have experience teaching older adults and senior citizens.

POSITION SUMMARY:

The English Class Instructor supports learners to gain and improve their verbal English language skills with a focus on day-to-day tasks and conversations. The Instructor will develop and deliver a learning plan for delivery to older learners. Limited resources are available from the Program Coordinator: a key portion of this role will be the development of progressive program materials.

NUMBER OF AVAILABLE POSITIONS: 1

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 older 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.

MAJOR RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Assist older 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 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 1 ½ hour tutoring shift for a minimum of three (3) 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 – 58 Sumach Street, Toronto.

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