

## VOLUNTEER JOB DESCRIPTION

**JOB TITLE:** ENGLISH CONVERSATION CIRCLE – SUPERVISED

**REPORTS TO:** Information Staff

### SUMMARY

Under the direction of a designated supervisor, provides English language practice to adult newcomers. Held in-person or virtually.

### RESPONSIBILITIES

1. Provide English language conversation, listening and speaking skills help to small groups of newcomers.
2. Create an encouraging and positive environment for newcomers.
3. Good attendance and punctuality is required.
4. Supports the Mission, Vision and Values of Vaughan Public Libraries.
5. Responsible following Health & Safety policies and procedures.
6. Record hours worked and tasks accomplished if required for community service placements.
7. Other duties as assigned.

### QUALIFICATIONS

- Must be at least 18 years old.
- Proficiency in English language.
- Ability to communicate courteously and effectively.
- Enthusiasm for working with people of all ages.
- Patient, dependable and reliable.
- Volunteers must obtain and submit a Police Vulnerable Sector Check prior to participating in the program.

### TIME COMMITMENT

Volunteers are required to complete at least one 1.5 hour shift every other week.

### APPLICATION PROCESS

- Volunteers must complete their application and a PVSC screening.
- Volunteers must submit two reference letters and successfully complete an interview.
- Volunteers must complete the 'Release of Liability, Waiver of Claims, and Assumption of Risks' form

### TRAINING

- Volunteers must attend an orientation & training session.

### BENEFITS

- Volunteers will gain valuable work experience, develop teamwork and leadership skills and get involved with the community.
- Volunteers will help newcomers to Canada integrate into their communities.

## OTHER

Vaughan Public Libraries aspires to engage volunteers who represent the diversity of the community we serve. VPL is committed to equity in its policies, practices, and programs, and we support diversity in our services to the public, our volunteers and work environment. All qualified individuals who would contribute to the further diversification of our organization are encouraged to apply.

Vaughan Public Libraries is committed to the principles of the *Accessibility for Ontarians with Disability Act (AODA)*. As such, we strive to make our volunteer selection process as accessible as possible and provide accommodations as required. If you require accommodations during the volunteer application and selection process, please notify the staff member responsible for the volunteer position you are applying for. Vaughan Public Libraries is also committed to ensuring that confidentiality is maintained throughout all aspects of the volunteer selection process.