

VOLUNTEER JOB DESCRIPTION

JOB TITLE: ENGLISH CONVERSATION CIRCLE VOLUNTEER – SUPERVISED

REPORTS TO: Information Staff

SUMMARY

Under the direction of a designated supervisor, the volunteer provides English language practice to adult learners, held in person or virtually. They also lead group chats, get everyone involved, and help learners build confidence and fluency in everyday English.

RESPONSIBILITIES

- Lead or co-facilitate weekly English conversation circle groups, focusing on listening, speaking, pronunciation, and vocabulary practice.
- **Prepare engaging discussion topics, activities, or games tailored to learners' skill levels.**
- Foster a welcoming, respectful, and inclusive environment that encourages participation and confidence-building.
- Maintain good attendance and punctuality, follow Health & Safety policies, and support the Mission, Vision, and Values of Vaughan Public Libraries.
- Record hours and activities as needed, communicate attendance or issues to the coordinator, and provide feedback or suggestions to enhance the program.
- Other duties as assigned.

QUALIFICATIONS

- Must be at least 18 years old.
- Strong command of spoken and written English.
- Ability to communicate courteously and effectively.
- Friendly, patient, dependable, and culturally sensitive; comfortable engaging with diverse participants.
- Enthusiasm for working with people of all ages.
- Volunteers must obtain and submit a Police Vulnerable Sector Check prior to participating in the program.

TIME COMMITMENT

- Volunteers must commit to a minimum participation level of at least one and a half hours (1.5) per session as scheduled for at least six (6) months.
- Consistent and reliable attendance is expected.

APPLICATION PROCESS

- Volunteers must complete and submit a volunteer application.
- Volunteers must successfully complete an interview
- Volunteers must submit two reference letters and Police Volunteer Sector Screening (PVSC).

TRAINING

- Volunteers must attend an orientation/training session prior to participating in the program.

BENEFITS

- Volunteers will gain valuable work experience, develop teamwork and leadership skills.
- Volunteers will help newcomers to Canada integrate into their communities.
- Volunteers earn community service hours.