

VOLUNTEER JOB DESCRIPTION	
JOB TITLE:	ESL CAFÉ VOLUNTEER – SUPERVISED
REPORTS TO:	Information Staff
SUMMARY Under the direction of a designated supervisor, provides English language practice to adult newcomers. Can be held in-person or virtually.	
RESPONSIBILITIES <ol style="list-style-type: none"> 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 <ul style="list-style-type: none"> • 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 <ul style="list-style-type: none"> • Volunteers must complete their application, an interview and a PVSC screening. 	
TRAINING <ul style="list-style-type: none"> • Volunteers must attend an orientation & training session. 	
BENEFITS <ul style="list-style-type: none"> • 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. 	