



**YMCAs of Cambridge & Kitchener-Waterloo  
Immigrant & Employment Services**

Immigrant and Employment Services  
800 King Street West, 3<sup>rd</sup> Floor  
Kitchener, Ontario N2G 1E8  
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ymcaimmigrantservices.ca

**SERVICE AREA:** Immigrant Services

**POSITION:** Lead Adult English Conversation Circle Volunteer

**LOCATION:** 800 King Street West, 3<sup>rd</sup> floor, Kitchener

**REPORTS TO:** Specialty Group Facilitators Rahma Elmi

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**TIME COMMITMENT:** 2 hours per week

**Location:** to be Determined

**FUNCTION:**

The lead volunteer is responsible for facilitating an English Conversation Circle. They will brainstorm activities and topics according to English level. These activities should facilitate conversation and social interaction. Also important is that the variety of topics covered should introduce newcomers to the Canadian culture and community. Our goal is to support newcomers to feel welcome while also assisting in the settlement process.

**SPECIFIC RESPONSIBILITIES:**

- To prepare topics and activities for newcomer adults to Canada considering a variety of English language levels
- To provide leadership and work with other YMCA staff and volunteers to deliver the program
- To assist with program related tasks (attendance)
- To participate in the delivery and evaluation of conversational English sessions for adults
- To develop positive relationships with teachers, other volunteers and participants while displaying a professional attitude
- To set up and take down the program area each day, including clean-up of all areas
- To adhere to YMCA agency rules and procedures and maintain confidentiality of agency and client information.

**QUALIFICATIONS:**

- Excellent oral and written English skills, good communication skills
- TESOL/TESL certification or related ESL teaching experience preferred
- Previous experience in a multicultural environment would be an asset
- Basic knowledge of K-W area and its resources
- A good understanding of the Canadian systems (eg. legal, political, health etc.)
- Good interpersonal skills
- Acceptable Criminal Reference Check

**SUPPORT:**

**COMPETENCIES REQUIRED:**

**Coaching & Development:** Commits to assisting participants, volunteers, staff and self in continuous learning and development.

**Communication:** Communicates in a thorough, clear and timely manner to support information sharing.

**Leadership:** Motivates and inspires self and others to take action to achieve desired outcomes.

**Results Oriented:** Has the ability to manage, lead to achieve, and exceed identified goals.

**Relationship Building and Collaboration:** Builds positive interactions, both internally and externally, to build enthusiasm and appreciation to achieve work related goals.

**Sense of Community:** Demonstrates an awareness and understanding of communities and responds to their needs.

**Tolerance for Ambiguity:** Functions effectively in situations of less than perfect or incomplete information.

In addition to the above competencies the Association Core Competencies are required, **Commitment to Organization Vision and Values, Diversity, Integrity, Teamwork.**

**Note:** This position requires a commitment to the YMCA mission and core values, as well as a commitment to building developmental assets in children and adults.

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