



**NEW
CANADIANS
CENTRE**
PETERBOROUGH

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VOLUNTEER ROLE DESCRIPTION:

ENGLISH SUPPORT VOLUNTEER

Role Purpose:

As an English Support Volunteer, you will play an active role in supporting adult English Language Learners (ELLs) to work towards their language-learning goals. With a clear understanding of the diverse needs of ELLs, you will use flexibility, adaptability and a passion for helping others learn to encourage new Canadians in Peterborough and Northumberland to practice their English through:

- 1) **Tutoring** – Weekly one-on-one support based on individual goals for at least three months,
- 2) **Groups** – Beginner, intermediate or advanced levels with a structured lesson each week or
- 3) **Conversation Circles** – Informal discussion groups every week that are open to all levels.

* [Please click here](#) to find out more about the three different areas of English support that are currently available at the New Canadians Centre (NCC).

Duties and Responsibilities

- Facilitate a one-hour minimum session/group on a weekly basis to assist ELLs in developing their English-language skills in listening, reading, speaking and writing.
- Ensure that individual tutoring or group facilitation supports ELLs at various proficiency levels as well as learners who may face additional barriers in their language learning.
- Adhere to the NCC's policies and procedures for fostering positive and welcoming community spaces where newcomers to Canada feel comfortable practicing English.
- Prepare learning materials and resources in consultation with NCC staff as needed and provide ongoing feedback about how to create more supportive learning environments.
- Document session/group attendance and any other administrative duties as assigned by the Volunteer Engagement Coordinator or Community Connections Workers.

Qualifications

- Previous classroom or teaching experience is preferred for English Groups. While this experience is an asset, it is not required for Tutoring or Conversation Circles.
- Familiarity with the NCC's mission and an appreciation for diverse cultural backgrounds.
- A good command of the English language and the ability to communicate courteously and effectively with others, including ELLs, NCC staff and partners and other volunteers.
- Exceptional patience and empathy to support ELLs, and especially those with limited English proficiency to reach their language and cultural-integration goals.
- A commitment to being dependable, punctual and reliable in facilitating weekly sessions/groups, and a dedication to supporting NCC's adult-learner community.

Accountability/Reporting:

English Support Volunteers will work closely with the Volunteer Engagement Coordinator for Tutoring, and with the Community Connections Workers for English Groups and Conversation Circles in Peterborough or Northumberland.

**Everyone
welcome.**

