



CATHOLIC CENTRE FOR IMMIGRANTS CENTRE CATHOLIQUE POUR IMMIGRANTS

219 ARGYLE AVE., SUITE 500, OTTAWA, ONTARIO, K2P 2H4 TEL: (613) 232-9634 WWW.CCIOTTAWA.CA

Job Description: English Language Conversation Circle Volunteer			
Direct Supervisor:	Laurie Hinsperger	Department/Program:	CEC
Volunteer Facilitator:	Bryn Johnson	Last Updated:	June 19, 2020

ORGANIZATION MISSION

The Catholic Centre for Immigrants (CCI) Ottawa promotes and facilitates the reception of newcomers to Canada; sensitizes the community to address newcomers' needs and invites it to respond, and; assists newcomers to realize their full potential in Canadian Society.

POSITION SUMMARY

English Language Conversation Circle Volunteers support CCI Staff in hosting and facilitating conversations with small groups of newcomers to improve and practice their English language skills. Volunteers will host various virtual activities that promote conversation and encourage English language skills development.

TASKS

- Lead small groups of newcomers (approximately 5 per session) in conversation.
- Facilitate provided language exercises and activities for newcomers.
- Engage with newcomers to practice/enhance language skills.
- Promote the program and encourage newcomer participation, as well as preparing any reports for Direct Supervisor as requested.
- Report to Direct Supervisor on the number of people attending each session, audience feedback and any other pertinent information.

SKILLS & QUALIFICATIONS

Volunteers should possess the following:

- High degrees of cultural awareness and sensitivity;
- Comfortable communicating with diverse groups of people of various sizes;
- Basic computer skills, including use of email and social interaction programs;
- The ability to engage audiences in dialogue and conversation;
- Comfortable working independently and in collaboration with CCI Staff/Volunteers;
- Reliability, patience and open-mindedness;
- Ability to communicate in multiple languages would be considered an asset.

SETTING

Positions will require volunteers to work remotely and use various forms of technology, including web-based communication platforms. Volunteers may have the opportunity to transition to in-person conversations with newcomers, dependent on Ottawa Public Health protocols.

*All duties can/should be completed to comply with COVID-19 protocols from Ottawa Public Health.

SCHEDULE

Volunteers are requested to support the program on a consistent basis at a pre-determined time communicated through their Direct Supervisor.

English Conversation Circles

- 1-hour sessions on a weekly basis taking place:
 - Tuesday: 11:00am – 12:00pm.
 - Wednesday: 1:00pm – 2:00pm, 4:00pm-5:00pm, 6:00pm-7:00pm.
 - Additional days/times may be added based on demand and volunteer availability.

If volunteers are unable to fulfill their duties at any given time, they must communicate with their Direct Supervisor as soon as possible.

Volunteers that are unable to commit to a consistent schedule may be referred to similar programs/services that do not require a regular commitment. We also ask (but may not require) that volunteers commit to supporting the program for a minimum of 3 months.

VOLUNTEER RESPONSIBILITIES

Volunteers should complete CCI's Volunteer Application process online, including submission of an application form; reference checks, and; a completed Police Record Check, Level 3 (Vulnerable Sector) (when applicable); and, reviewing associated Policy Guidelines for CCI Volunteers as part of orientation.

Volunteers may be asked to participate in role-specific training with the Direct Supervisor as part of their onboarding process.

Direct Supervisors will be available to support programs and provide volunteers with direction and feedback as required.

BENEFITS

By volunteering in this role, volunteers should achieve:

- Enhanced experience working with culturally and ethnically diverse populations;
- Improved communication skills, especially cross-cultural, and leadership skills;
- Results-based satisfaction from directly supporting newcomers with integration.