



CALGARY IMMIGRANT WOMEN'S ASSOCIATION

VOLUNTEER POSITION DESCRIPTION

TITLE: English as a Second Language (ESL) Tutor

DEPARTMENT: Language Training and Childcare Department

REPORTS TO: Learning Support Specialist

Volunteers will gain a personal sense of satisfaction knowing they contributed greatly to the lives of newcomers through English language support. Volunteers will help clients thrive as they expand their language and literacy skills.

SUMMARY OF POSITION

As a literacy volunteer, you will work one-on-one with a client to help build their reading and communication skills in a supportive, encouraging environment. This includes simple reading exercises to strengthen phonics, casual English conversation practice, interactive activities, and the use of learning tools provided by staff. Your support will play a key role in boosting the client's confidence and helping them develop essential language skills for everyday life.

DUTIES AND RESPONSIBILITIES

- Meet once a week with clients
- Utilize specific tactics to support the clients according to their needs (staff will support with identifying client needs)
- Adjust teaching strategies-based client's English level
- Support the client with reading and writing
- Meet client at CIWA or in the community (i.e., at a local library)

STANDARDS OF PERFORMANCE

- Ensure that professional approach is aligned with CIWA values
- Demonstrate a high level of initiative and enthusiasm
- Maintain confidentiality at all times
- Uphold a consistent regular and consistent volunteer schedule
- Ensure high level of patience and understanding is instilled

QUALIFICATIONS

- Ability to work and one-on-one
- Strong communication and writing skills
- Teaching/facilitation experience is an asset
- Second language is an asset
- Think of one more qualification
- Patience gentle flexibility ability to adapt

If interested please contact:

Volunteer Program: Debra Colley

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