



## CALGARY IMMIGRANT WOMEN'S ASSOCIATION

### VOLUNTEER POSITION DESCRIPTION

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**TITLE:** Teacher Assistant  
**DEPARTMENT:** Language Training and Childcare Department  
**REPORTS TO:** Everyday English for Seniors Project Lead

Volunteers will gain experience in enhancing English communication skills that better enable immigrant seniors. Through this opportunity volunteers are provided an excellent opportunity to teach and assist seniors with lessons that support with participation and integration in Canada.

#### SUMMARY OF POSITION

The project targets both male and female immigrant seniors over 55 years of age. The volunteer will provide both classroom and one-on-one support to students as directed by the teacher. The time commitment is 2-8 hours a week for a total of 14 weeks per intake. Morning and afternoon shifts are available.

#### DUTIES AND RESPONSIBILITIES

- Meet two times a week to teach English to seniors in person and/or over Zoom
- Identify the learners' needs and interests
- Adjust teaching strategies based on the group skill level
- Participate in lesson planning (if interested)
- Willingness to lead the lessons
- Communicate with the Project Lead on a regular basis through emails and meetings

#### 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

#### QUALIFICATIONS

- Comfortable using Zoom
- Ability to work with a group and one-on-one
- Strong communication and writing skills
- Reliable, punctual, detail-oriented, dedicated, responsible, and organized
- Experience working with seniors is an asset
- Experience teaching adults and/or a second language is an asset
- Competency in another language (Arabic, Hindi, Mandarin, Persian, Russian, etc.) is an asset

If interested please contact:

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