



## CALGARY IMMIGRANT WOMEN'S ASSOCIATION

### VOLUNTEER POSITION DESCRIPTION

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**TITLE:** English as a Second Language (ESL) Volunteer Teacher/Tutor  
**DEPARTMENT:** Language Training and Childcare Department  
**REPORTS TO:** Everyday English for Seniors Program 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 2.5-10 hours a week for a total of 14 weeks per intake. Morning and afternoon shifts are available.

#### **DUTIES AND RESPONSIBILITIES**

- Meet once or two times a week to teach English to seniors in Zoom or at CIWA
- Identify the learners' needs and interests
- Adjust teaching strategies based on the group skill level
- Participate in lesson planning
- Communicate with the Program Coordinator on a regular basis on scheduled meetings and through emails

#### **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 online platforms such as Zoom
- Ability to work with a group and one-on-one
- Strong communication and writing skills
- Experience working with seniors
- Teaching/facilitation experience
- Second language is an asset

If interested please contact:

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