



CALGARY IMMIGRANT WOMEN'S ASSOCIATION

VOLUNTEER POSITION DESCRIPTION

TITLE:	Classroom Volunteer
PROGRAM:	LINC and Pebbles in the Sand
DEPARTMENT:	Language Training and Childcare Department
REPORTS TO:	LINC and Pebbles in the Sand Program Coordinator

The volunteer in this position will discover a great sense of satisfaction knowing they've provided meaningful support to language students in need, thus allowing them to better integrate into the class.

SUMMARY OF POSITION

The volunteer will assist LINC and Pebbles in the Sand instructor/facilitator in supporting immigrant women learn English at different CLB levels. These students are working towards improving their listening, speaking, reading and/or writing skills. The expected time commitment is 3-6 hours a week. Morning (9-12), afternoon (1-4), and weekend (9-3:30) shifts are available. Online evening schedule (5– 8) is also available that requires excellent computer skills in MS Office, Zoom and Google Classroom. There may be opportunity to choose between being online or in-person at CIWA or in the community locations.

DUTIES AND RESPONSIBILITIES

- Follow instructor/facilitator's instructions and assist LINC and/r Pebbles in the Sand students
- Come with an open mind and willingness to help
- Under the supervision, provide English conversation practice using teacher-guided activities
- Oversee simple written & reading activities as per instructor/facilitator's instruction
- Keep a record of your volunteer hours and submit to staff in a timely manner
- Actively communicate with program staff on a regular basis through emails and meetings

STANDARDS OF PERFORMANCE

- Punctuality and adherence to class schedule
- Ensure that professional approach is aligned with CIWA values
- Demonstrate a high level of initiative and enthusiasm
- Maintain confidentiality at all times
- Demonstrate patience with students
- Help in creating a welcoming and encouraging classroom environment

QUALIFICATIONS

- Excellent computer skills should it be necessary to join an online class
- Ability to work with in a group setting or one-on-one with students
- Strong communication and writing skills
- Flexible availability and commitment
- Experience teaching English as a second language is an asset
- Competency in another language (Arabic, Hindi, Mandarin, Persian, Russian, etc.) is an asset

If interested please contact:

Volunteer Program: Debra Colley

Direct line: 403-517-8830 E-mail: volunteer@ciwa-online.com