

TITLE: Group Facilitator, New Friends and Neighborhood Groups Program

DEPARTMENT: Language Training and Childcare

REPORTS TO: New Friends and Neighborhood Groups Program Coordinator

Volunteers within this program have a unique opportunity to support immigrant women, and be a part of watching them develop new friendships, enhance their confidence in speaking English while learning more about Canadian culture. Volunteers will be inspired and encouraged by participants while developing facilitation and leadership skills.

SUMMARY OF POSITION

Facilitators will partner with a co-facilitator to plan and lead group activities designed to build English speaking and listening skills of immigrant women. Activities include; discussions, games, grammar/vocabulary, and more. Group sessions are held in different community locations or are delivered online. The time commitment is once a week for the two-hour meetings plus time to prepare. The minimum required commitment is 6 months. Available shifts are mornings (10am-12pm), afternoons (1-3pm), evenings (5-7pm).

DUTIES AND RESPONSIBILITIES

- Meet with the Program Coordinator for an initial information session
- Observe at least one group session prior to being able to volunteer
- Attend a three-hour training specific to the role
- Create a safe environment for women to make friends and socialize
- Select appropriate learning themes based on the identified needs of the participants
- Develop and create group activities in addition to following the provided curriculum and resources
- Relay information about various local supports, services, and cultural experiences
- Register new participants, record attendance and a weekly summary of group activities
- Support other NFNG events such as guest speaker presentations and field trips

STANDARDS OF PERFORMANCE

- Maintain a professional approach that is aligned with CIWA values
- Demonstrate a high level of initiative and enthusiasm
- Maintain confidentiality at all times
- Must be reliable, timely, and committed to the role

QUALIFICATIONS

- Active, friendly, patient, engaged, flexible, and enthusiastic
- Desire to help immigrant women improve their skills
- Ability to work in a multicultural environment with people from diverse backgrounds
- Cultural awareness and sensitivity towards immigrant women
- English as a first language or advanced English communication skills (Benchmark 8 or higher)
- Teaching/group facilitation experience is an asset but not necessary
- Excellent computer skills and experience using online learning platforms such as Zoom
- Must have lived in Canada for at least two years and have good knowledge of Canadian culture

If interested, please contact: Debra Colley
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