

Program: English Outreach for Women

Position: English Outreach tutor

Location: Various locations in Kitchener, Waterloo or Cambridge

Goal of the Assignment: Improving English language skills is a path to social integration and a brighter future, but many women, due to a variety of factors, experience barriers to accessing language classes in the community. English Outreach for Women is a weekly commitment to provide English language lessons for newcomer women in their homes. The majority of program participants are women, however some men are admitted to the program based on need or mobility issues.

Assignment Responsibilities:

- Plan lessons, activities and games to improve student's English language skills
- Present rules of the game or activity in a simple, accurate and engaging manner
- Be responsive to student's learning interests and plan accordingly to meet their needs
- Encourage informal learning opportunities with real-life application
- Interact with student and their family in a positive and engaging manner
- Commit to a regular weekly schedule
- Encourage student to participate in lessons and games/activities
- Foster a safe learning environment, open mindset and motivational attitude
- Direct questions to the Reception House volunteer coordinator when issues arise
- Attend all orientation and training sessions
- Inform staff if unable to continue with assignment

Position Boundaries:

- English Outreach instruction is limited to teaching English with our clients during the allotted time frame
- Respect, protect and promote the rights of clients, including but not limited to their right to independence, autonomy, and self-determination; their right to choose and practice individual values, beliefs, religion, and culture; their right to privacy and dignity

Risk Assessment Level: Medium (working with vulnerable persons in their homes or accessible community space by arrangement)

Qualifications:

- Interest in working with individuals from diverse backgrounds
- Welcoming personality and able to actively engage students
- Possess strong communication and interpersonal skills; a high level of English language skills (reading, writing, speaking and listening)
- Able to develop your own curriculum and activities to support different learning styles (some resources are provided by Reception House)
- Able to make a commitment to the dates and times
- Comfortable speaking and presenting in front of people
- Self motivated and able to work with no supervision

Time Commitment:

- A weekly commitment of 2 to 4 hours (by arrangement with participant)
- The program runs for 3 months with the possibility of extension depending on situation

Training and Support:

- General volunteer orientation
- Specialized training session
- Completing volunteer check-in survey (exit interview/check-in at 3 month mark)
- Feedback and support will be provided on an ongoing basis
- Access to online peer support forum – English Outreach Volunteer Facebook group

Supervisor: Tracy Moxon, Volunteer Coordinator

Benefits:

- Develop cross cultural communication skills
- Invitations to volunteer appreciation, peer to peer events and access to occasional free passes to community events

Application Process:

- Complete and return our Volunteer Application
- Attend an interview
- Complete the reference check process
- Receive notice of application status next steps (includes orientation and training)

Optional:

- Request access to and become member of online peer support forum – English Outreach Volunteer Facebook group