**POSITION:** ENGLISH CONVERSATION LEADER
(15 Summer positions; 45 Fall/Winter positions)

**AREA:** International and Exchange Student Centre

**TIME COMMITMENT:** 4 hrs/wk approximately

**OBJECTIVE:** To lead English Conversation Circles (ECC).

**DUTIES AND RESPONSIBILITIES:**

Assist circles of 4-9 participants with enhancing their spoken English skills, confidence in using conversational English and connecting them with a group of peers. Circle participants are members of the university community (e.g., graduate and undergraduate students, visiting professors, researchers, etc.) who are non-native speakers of English.

Circles are offered each term and are conducted once a week (2 hours) for 8 weeks. Each leader is assigned a group of 4-9 students. New leaders will likely be matched with 4-6 program participants. Circles begin in early February, October, and June.

1. Attend and participate in the English Conversation Leaders’ training sessions.
2. Attend and participate in Volunteers In Progress orientation and training.
3. Meet with students on a weekly basis. Contact circle participants by email and/or phone to inform them of details (time, location, etc.).
4. During the first session, assess needs and interests of the students in your circle.
5. Make necessary preparations for each session. Research materials and resources. Plan and organize objectives, exercises, activities, etc. according to needs and interests of circle participants. Make use of the ESL (English as a Second Language) materials and resources at International and Exchange Student Centre, as well as various ESL related websites.
6. Facilitate and lead sessions. Initiate and stimulate conversation during the sessions. Make every effort to involve each member equally. The main task is to help the students connect socially and increase their confidence in speaking English in a group. Be prepared to help members with specific language difficulties. Share Canadian cultural information and Canadian specific slang and idiomatic expressions.
7. Provide feedback and correction upon request.
8. Leaders must maintain regular (weekly) communication with their supervisor to provide session updates via weekly log posts on OWL. In-person consultation is recommended for urgent issues or concerns.
9. Attend one English Conversation Leader meeting (group) and one drop-in meeting (one-on-one) with your supervisor during the term to discuss progress of circles, problems or concerns, and to share ideas, conversational activities, and exercises, etc.
VIP PROGRAM REQUIREMENTS (FOR ALL VIP POSITIONS):

- Attend VIPs’ General Orientation, Term-end Meeting and Year-end Recognition Event.
- Complete four mandatory Human Resources (HR) training modules: WHMIS, Health and Safety, Safe Campus, AODA.
- Submit a Midterm Feedback Form each term and a year-end program evaluation form to the VIP Program.

QUALIFICATIONS:

1. Excellent communication (written, oral, and listening) and interpersonal skills. *Several years of experience speaking Canadian English (i.e. must be familiar with Canadian idiomatic expressions, slang terminology, culture, etc.)*
2. Leadership skills and experience in group work.
3. Some cross-cultural background or experience interacting with culturally diverse people.
4. Possess an awareness and understanding of the needs of non-native speakers of English.
5. Ability to communicate with and relate to international students and non-native speakers of English.
6. Demonstrated initiative, creativity and resourcefulness.
7. Experience of learning a second language would be an asset.
8. Sensitivity, patience, and willingness to learn.
9. Previous experience in or exposure to teaching ESL (English as a Second Language) would be a definite asset.

BENEFITS:

- Develop and enhance communication, group leadership, interpersonal, resource development, intercultural and teaching skills.
- Gain personal enrichment and knowledge through interaction with culturally diverse people.
- Exposure to ESL (English as a Second Language), cross-cultural, international relations and other related issues.
- The feeling of contributing to the success of ECP.
- Personal satisfaction through the use of your skills to help others.
- Receive feedback via a midterm performance review.

TRAINING:

- General Orientation to SDC and the VIP Program. (Required)
- Human Resources online Training Modules (Four in total). (Required)
- Thorough orientation to the English Conversation Program. (Required)
- Participate in workshops and special training sessions as arranged by Supervisor. (Required)
- Examine and read available resources and training materials (e.g., articles on ESL, ESL websites, etc.).

RESPONSIBLE TO: Ashley Kewayosh Samuel, Internationalization Programming Coordinator