



PROGRAM:	Community Connections
POSITION TITLE:	English Conversation Facilitator

Summary:

The Conversation Facilitator will lead small groups of clients in conversation through icebreaker activities, questions or other methods; in a smooth and organized safe environment; promoting and encouraging group participation between clients and volunteers.

Responsibilities/Duties:

- Plans, organizes, implements and facilitates group English conversation for newcomers to be able to practice the language and interact with volunteers
- Guides and controls group conversation process to ensure there is effective participation
- Coordinates and supervises volunteers to participate in the group conversation
- Creates and sustains a safe, welcoming and positive learning environment by demonstrating an awareness and sensitivity to client’s lives and backgrounds
- Maintain client attendance records and/or conducts evaluation at the end of the term/session
- Ensures that necessary facilities, equipment and material are available for the group conversations
- Ensures outcomes, actions and questions are properly recorded and reports to the Community Connections and Volunteer Coordinator
- Become familiar with NSMS policies and procedures, programming objectives and client service philosophy, and understand clearly his/her role in achieving settlement-related contractual goals and outcomes

Skills and Qualifications:

- Teaching ESL is an asset
- Strong command of the English language and knowledge of Canadian culture
- Strong understanding of the immigration process and issues/barriers facing newcomers/immigrants and refugees
- Respect for and awareness of intercultural diversity
- North Shore resident for at least 5 years with knowledge of the North Shore’s community resources
- Excellent interpersonal and intercultural communication skills
- + 19 years older

Personal Suitability:

- Friendly, patient, respectful, empathetic, dynamic and enthusiastic

Requirements:

- To Ensure the protection of our vulnerable population clients we will required to process Criminal Records Check for Vulnerable Sector.



Commitment & Location:

- Must be available on Wednesdays from 9:30 – 11:30 am (once a week) plus set up 2 hours preparation time
- Reliable and able to commit to a minimum of 6 weeks or longer
- The Conversation group will be held at Delbrook Community Centre 851 West Queens Road, North Vancouver

Application Procedure:

- Resumes & Cover letter by October 13th , 2017 to: Hiring Committee North Shore Multicultural Society 207-123 East 15th Street North Vancouver, BC V7L 2P7 hr@nsms.ca North Shore Multicultural Society is an Equal Opportunity Employer