



## English Conversation Circle Facilitator

The West Central Women's Resource Centre is currently looking for a facilitator to run an English conversation circle.

**Locations:** WCWRC / 640 Ellice Ave Winnipeg, MB R3G 0A7

**Durations:** Starting April 6<sup>th</sup>, 2019 / Saturdays all year except long weekends and Winter break.

**Hours:** Saturdays from 12:30 pm to 2:30 pm

### *Purpose:*

The English Conversation Circle Facilitator will provide a group of between 15 and 20 adult participants educational assistance to improve their English conversational skills.

### *Qualifications:*

- An adult that has graduated from or still studying the TESL, TEFL, or TESOL program, or related program
- Has worked with adults teaching ESL an asset
- Fluency in English
- Experience working with adult newcomers and immigrant community an asset
- Outstanding personal and interpersonal communication skills
- Ability to work with minimal supervision

### *Responsibilities:*

- Work with immigrants to improve their English conversation skills
- Identify participants' individual learning needs
- Helping participants develop self-confidence in speaking English
- Ability to demonstrate study skills techniques to the participants
- Classroom management
- Planning, preparing and facilitating conversation to everyone in the class
- Provide a nurturing, comfortable and supportive learning environment that encourages conversation

**Please submit applications and resume to, Eden Friesen - Volunteer & Events Coordinator**

**West Central Women's Resource Centre**  
640 Ellice Ave, Winnipeg, MB R3G 0A7  
204-774-8975 ext. 224 | [volunteering@wcwrc.ca](mailto:volunteering@wcwrc.ca)

## **Volunteer Application Form 2019**

**PLEASE NOTE:** Volunteer hiring takes place only when *multiple positions* are available.  
Only applicants being considered will be contacted.

Date of Application: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal code: \_\_\_\_\_

Phone: \_\_\_\_\_ Other phone: \_\_\_\_\_

Email: \_\_\_\_\_

If no phone, where can we leave a message:

\_\_\_\_\_

**What is the best way to get a hold of you:** \_\_\_\_\_

Birthday: \_\_\_\_\_ Country of birth: \_\_\_\_\_

Language(s) spoken: \_\_\_\_\_

Emergency contact name: \_\_\_\_\_

Emergency contact phone: \_\_\_\_\_

**Current Activity:** Please check all that apply.

Working full-time

Student

Working part-time

At home with children

Unemployed

Retired

Looking for work

Other

Not looking for work

If working, name of employer: \_\_\_\_\_

How did you find out about volunteering with WCWRC?

\_\_\_\_\_



Why do you want to volunteer with WCWRC?

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What kind of volunteer work are you **comfortable doing**: Please check all that apply.

- General support in kitchen, including dishes
- Food prep support in kitchen
- Drop-in admin support
- General drop-in support, including cleaning
- Special events
- Snow removal and garbage pick-up (outdoor)
- Other: \_\_\_\_\_

What kind of volunteer work are you **interested in doing**: Please check all that apply.

- General support in kitchen, including dishes
- Food prep support in kitchen
- Drop-in admin support
- General drop-in support, including cleaning
- Special events
- Snow removal and garbage pick-up (outdoor)
- Other: \_\_\_\_\_

Do you have any accessibility needs or limits to your physical capabilities that you would like to inform us of (such as: medical concerns, no heavy lifting, wheelchair access, etc)?

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Would you need access to our child-minding services during your volunteer hours?

- Yes                       Sometimes                       No

If yes and/or sometimes, please tell us the number of children and their ages:

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What goals do you have for yourself at this time?

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Please list past employment and volunteer positions held:

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**Availability:**

DAYS	HOURS AVAILABLE	FOR HOW LONG?
<b>Monday</b> Open 9:00 AM - 4:30 PM		<input type="checkbox"/> 6 Months  <input type="checkbox"/> 1 Year
<b>Tuesday</b> Open 12:30 PM - 8:00 PM <i>Open to families &amp; male partners: 4:00 PM - 8:00 PM</i>		
<b>Wednesday</b> Open 9:00 AM - 4:30 PM		
<b>Thursday</b> Open 12:30 PM - 8:00 PM		
<b>Friday</b> Open 9:00 AM - 4:30 PM		
<b>Saturday</b> Open 8:00 AM - 12:00 PM		

**If you have a resume, please attach a copy!**

Signature:

Date:

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