

## Kinbrace Community Society

### Volunteer Job Description

#### ESL Tutor

<p><b>Assignment</b></p>	<p>One of the many struggles that people face when adapting to life in Canada is the language barrier. Some people arrive at Kinbrace with intermediate or advanced English capacity, while others arrive knowing only how to say “hello”. Having a foundational understanding of English is so important and empowering for people as they navigate Canada’s refugee protection system, and also daily life.</p> <p>ESL tutors will work one-on-one, or in a small group, to support Kinbrace residents with basic ESL learning. Tutors will adjust teaching based on the skill level and needs of each person. Tutors will begin by doing a “needs assessment” with the Kinbrace resident they are tutoring to find out what particular areas they would like to study (i.e. language for buying groceries, banking, school, transportation, feelings, etc.). ESL tutors will report to the ESL Coordinator, however all of the lesson planning and implementation will be done by the ESL tutors.</p>
<p><b>Primary Duties</b></p>	<ul style="list-style-type: none"> <li>● Meet one to two times a week to teach English to a Kinbrace resident. (*usually tutoring will be one-on-one, however occasionally situations arise where family members or friends want to study together*)</li> <li>● Do a “needs assessment” to understand the English level of the resident and find out what they are interested in learning (i.e. vocabulary for cooking, emotions, action verbs, currency, etc.). Some people may be interested in very structured classes, others may be more interested in simply practicing conversation.</li> <li>● Prepare a lesson plan before each tutoring session</li> <li>● Be encouraging!! : )</li> <li>● If the resident is interested, create “homework” for them to work on in between classes. (Some people may be too stressed to have “homework”, while others may be eager to have practice activities during the week. Talk together and see what best suits their needs.)</li> <li>● Check in before each tutoring session to confirm that the time and day still works for the person you are tutoring. It is very common for unexpected appointments to come up during the week (with lawyers, doctors, welfare, etc.). Preparing for a refugee hearing is very stressful, and it is normal for people to forget about appointments or have things come up at the last minute. Being in</li> </ul>

	<p>touch each week before your tutoring session is very important. Also, being flexible and supportive when people need to change/cancel tutoring is very important.</p> <ul style="list-style-type: none"> <li>● Communicate any concerns/issues to the ESL Coordinator</li> </ul>
<p><b>Qualifications</b></p>	<ul style="list-style-type: none"> <li>● Experience tutoring ESL preferred</li> <li>● A desire to encourage, support, and motivate people as they learn English</li> <li>● Ability to work one-on-one, or with a small group</li> <li>● Patience</li> <li>● Creativity (to develop engaging lessons for people)</li> <li>● Flexibility and commitment (it is 90% guaranteed that tutoring sessions will be canceled/rescheduled due to unexpected appointments coming up with lawyers, doctors, welfare, etc. The priority for people living at Kinbrace is their refugee claim, so if appointments come up, they will have to reschedule tutoring sessions. Residents feel badly when this happens, so it is important to be supportive, flexible, and dedicated if this happens on a regular basis. It is very important for you to be able to stay positive and engaged if this happens with the person you are tutoring. We acknowledge this can be frustrating and disappointing when you have put lots of work/effort into preparing for a lesson.)</li> </ul>
<p><b>Screening</b></p>	<p>Complete application questions on Kinbrace Volunteer Web Page In-person Interview Police criminal record check 2 references (telephone #s) provided</p>
<p><b>Time Commitment</b></p>	<p>One or two tutoring sessions a week, for one to two hours each session. (*frequency and length can be discussed with the person you are tutoring, to see what works best for them*)</p> <p>Tutoring relationships often turn into friendships; this is one of the beautiful gifts of tutoring! Please be prepared that nurturing friendships often extends beyond the time commitment of “two sessions, twice a week.” Perhaps the person you are tutoring will invite you for dinner, or to a birthday party, or want to play games together one weekend. We encourage only applying for this position if you have space in your life (and your heart!) for relationships that extend beyond the allocated tutoring time.</p> <p>4 month minimum commitment. (The person you are tutoring may change during this time, if someone moves or other circumstances arise).</p>

<p style="text-align: center;"><b>Orientation and Training</b></p>	<p>Visit to Kinbrace Community Society, which includes an overview of the Kinbrace values.</p> <p>The ESL Coordinator will orient you to the ESL resources that Kinbrace has. (you are welcome to bring your own resources, or borrow things from the public library or internet)</p> <p>The ESL Coordinator will introduce you to the Kinbrace resident you will be working with</p>
<p style="text-align: center;"><b>Working Conditions</b></p>	<p>Tutoring sessions will take place in the Kinbrace (K2) common space, backyard (depending on the season!), upstairs office or a coffee shop or library if you and your student prefer..</p> <p>Located close to Commercial drive, and public transit</p>
<p style="text-align: center;"><b>Benefits</b></p>	<p>Opportunity to empower refugee claimants with communication skills</p> <p>Opportunity to build friendships with Kinbrace residents</p> <p>Opportunity to practice tutoring and teaching skills.</p> <p>Opportunity to build resume</p> <p>Letter of reference provided upon request after 4 months or more of volunteer service</p> <p>Access to photocopier and printer in Kinbrace office (during office hours)</p> <p>Expenses for police check will be reimbursed</p> <p>A bounty of teas to enjoy in the K2 kitchen!</p>
<p style="text-align: center;"><b>Supervision and Feedback</b></p>	<p>ESL Tutors will report directly to the ESL Coordinator.</p> <p>Feedback is ongoing and “check-in meetings” will be scheduled as needed.</p> <p>Volunteers are encouraged to initiate meetings with the ESL Coordinator anytime.</p>