



CONVERSATION CIRCLE FACILITATOR

Job Posting for Students at Queen's University

DEPARTMENT: Queen's University International Centre (QUIC) & An Clachan Community Housing
WORK PERIOD: Weekly, late September – early December (approx. 30 hours total per term)
DEADLINE TO APPLY: July 15, 2018

This is a joint program between the QUIC and An Clachan Community Housing. The English Conversation Circle participants are residents of An Clachan who are international students and their spouses/partners. Our goal is to increase fluency and confidence in conversational English along with related cultural learning. Under the supervision of the QUIC Program Coordinator and the An Clachan Community Coordinator, the student staff will facilitate 10 weekly 1.5-hour sessions of the English Conversation Circle at An Clachan. Rate of pay: \$14.60/hour. Some dates may be negotiable.

Location: An Clachan is an off campus housing apartment complex for Queen's students and their families. The address is 17 Van Order Drive. An Clachan is a 20-minute bus ride from main campus or a 5-minute drive, or a short walk from West Campus.

DUTIES AND RESPONSIBILITIES:

- Facilitate weekly sessions of the English Conversation Circle on designated dates
- Work effectively with the Program Coordinators to prepare content outline for each session
- Prepare learning activities, including language games
- Ensure safe and engaging learning environment for each session
- Collect participant feedback and submit program report at the end of the term
- Communicate regularly with the QUIC Program Coordinator and with the An Clachan Community Coordinator
- Collaborate with program volunteers when needed

REQUIRED SKILLS:

- Advanced facilitation skills (experience required)
- Fluent in English with clear speech
- Excellent communication, interpersonal and organizational skills
- Ability to energize and engage participants
- Experience with instructing adults; ability to apply principles of adult learning
- Some knowledge of ELL teaching principles and experience teaching ELL would be an asset
- Ability to contribute to content development (learning outcomes; topics, learning activities and games)
- Professionalism: Strict adherence to program guidelines at all times
- Team player: ability to work as part of a team and co-facilitate with others when needed
- Appreciation of diversity and respect towards cultural differences
- Some intercultural experience and awareness
- Successful candidate must provide a CPIC and Vulnerable Sector Report

BENEFITS OF THE POSITION:

- Excellent opportunity to build your intercultural competence
- Skills development: facilitation, listening, supporting learning, providing feedback
- Satisfaction from helping newcomers to have a positive experience in our community

HOW TO APPLY: Please submit your resume and cover letter describing your motivation and skills relevant to the position to QUIC@queensu.ca with "Conversation Circle Facilitator" in the subject line.