AN CLACHAN COMMUNITY HOUSING
ENGLISH CONVERSATION CIRCLE FACILITATOR
FALL 2020

DEPARTMENT: Queen’s University International Centre (QUIC) and An Clachan Community Housing

WORK PERIOD: September 16 – November 25 2020

ELIGIBILITY: Queen’s University Student enrolled for 2020-21

RATE OF PAY: $14.60/hour
Weekly on Wednesdays, 6:30 – 8:00 pm
(10 weeks, approx. 30 hours overall)

APPLICATION DEADLINE: March 15, 2020

JOB SUMMARY:

The English Conversation Circle is an on-site joint program between the QUIC and An Clachan Community Housing, open to An Clachan residents who are international students or 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, this student staff member will facilitate 10 weekly 1.5-hour sessions of the English Conversation Circle.

Program location: An Clachan is a Queen’s University housing complex for students and their families, located near West Campus. The address is 17 Van Order Drive.

DUTIES AND RESPONSIBILITIES:

- Facilitate weekly sessions of the English Conversation Circle on designated dates;
- Work effectively with the QUIC Program Coordinator and with the An Clachan Community Coordinator to determine a content outline for each session;
- Prepare learning activities, including language games, audio-visuals and practice sheets;
- Ensure safe, inclusive and engaging learning environment for each session;
- Collect participant feedback and submit program report at the end of the term.
REQUIRED SKILLS:

- Excellent communication skills with ability to engage, encourage and motivate others;
- Strong facilitation skills (experience is required) with the ability to energize and engage participants;
- Experience in facilitating games and other learning activities;
- Ability to contribute to content development (language and culture learning activities);
- Appreciation of diversity and respect towards cultural differences;
- Some understanding of challenges related to newcomer transition;
- Professionalism: Strict adherence to program guidelines at all times;
- Some knowledge of EAL teaching principles and Adult Learning would be an asset;
- Successful candidate must provide a satisfactory Canadian Police Information Check (CPIC) and Vulnerable Sector Check.

POSITION BENEFITS:

- QUIC Staff Training;
- Excellent opportunity to build your intercultural competence;
- Mastering your skills such as facilitation, listening, supporting learning, providing feedback;
- Satisfaction from helping newcomers to have a positive experience in our community.

HOW TO APPLY:

Email your resume and cover letter to Hanna.Bathurst@queensu.ca with ‘An Clachan English Conversation Facilitator’ in the subject line. In your application please include your Student Number, Study Program and Year of Study.

Only those selected for an interview will be contacted.

If you are taking part of the Work Study Program, please be ready provide a confirmation that you have applied for the Work Study Program at Queen’s: http://careers.queensu.ca/students/services-students/employment-programs.