

### **Position Summary**

The Conversation Class Facilitator is primarily responsible for providing assistance to help newcomers learn conversation, communication and soft skills. The Facilitator is responsible for facilitating listening and speaking activities that will support newcomers as they practice and enrich their English language skills, in a welcoming comfortable group environment.

### **Duties and Responsibilities**

#### **Classroom Facilitation**

- Facilitate conversation and assist learners to gain more confidence in general communications
- Build rapport with students to facilitate a positive experience
- Facilitate discussions with curriculum provided
- Maintain a professional image and courteous demeanor with students and staff
- Maintain a safe, secure and respectful classroom environment
- Identify resources and equipment appropriate to support learner development
- Assist with room set-up and clean up
- Meet reporting requirements as assigned

*It is noted that the duties and responsibilities outlined above are representative, but not all-inclusive.*

### **Knowledge, Skills, Abilities, and Education**

*Candidates must be able to demonstrate:*

- Excellent communication skills
- Excellent organizational skills
- Knowledge of adult education principles
- Knowledge of and the ability to communicate effectively and cooperatively with people from various backgrounds
- Ability to assess students' learning needs and to facilitate learning opportunities to meet those needs
- Ability to innovate and motivate, including a capacity to deal appropriately and effectively with challenges, issues and problems
- Well-developed time management and organizational skills
- Willingness to work with individuals from diverse backgrounds

### **Education**

- Minimum education requirements of this position include a Grade 12 diploma supplemented with one year working in a facilitation or educational context.
- CERTESL certification is an asset.

### **Experience**

- ESL teaching and/or knowledge of different cultures will be considered an asset
- Experience working in cross-cultural learning environments is an asset.