

VOLUNTEER POSITION DESCRIPTION

Position Title: LINC Teaching Assistant	Locations: 3038 Hurontario St., Mississauga 60 Gillingham Drive, Brampton
<p><u>Responsibilities and Duties:</u> <i>(but not limited to)</i></p> <ul style="list-style-type: none"> ▪ Provide one-on-one support to student and assist: <ul style="list-style-type: none"> ▪ Individual or small groups of students with specific English skills or those experiencing difficulty in the class ▪ Students through computer-based language activities. ▪ With demonstrating literacy materials to students ▪ Interact with students in a professional and polite manner. ▪ Become familiar with the agency's programs, services, practices and staff. ▪ Notify the supervisor of absences and/or lateness; Volunteer Services Coordinator must be advised of extended absences. ▪ Adhere to the vision, mission and guiding values of the organization and the Newcomer Services Program. ▪ Maintain confidentiality of clients, staff and peers. ▪ Represent Indus in a professional manner at all times. ▪ Arrive on time and be committed to the agency and the agreed upon hours. ▪ Assist with all other duties as assigned. 	
<p><u>Qualifications and Skills:</u></p> <ul style="list-style-type: none"> ▪ English language teaching or adult education experience an asset. ▪ Strong oral and written English communication and presentation skills ▪ Good interpersonal skills, organizational and computer skills ▪ Demonstrated sensitivity to adult learners ▪ Patient, caring and compassionate; be able to establish good rapport with clients. ▪ Ability to work well with multiple cultures and low language skills ▪ Must demonstrate flexibility and adaptability; responsible, reliable, self-motivated and detail-oriented. ▪ Respect confidentiality at all times. ▪ Able to work as a team with site staff, and sensitive to cultural, linguistic and religious diversity. ▪ Ability to take direction from staff at all levels. ▪ Must complete all required volunteer orientation and training sessions. ▪ It is a condition of placement that volunteers provide proof that they are fully vaccinated against COVID-19 prior to the start date of placement. Applicants who have appropriate written proof of a medical reason, or a reason pursuant to the Ontario Human Rights Code, for not being fully vaccinated against COVID-19 may provide such documentation to the Human Resources department. Such situations will be considered on a case-by-case basis in compliance with Indus' legal obligations 	

Note: This description is intended as a guide to reflect the principal functions of the role. However, it is not an all-inclusive listing of the required functions. Further, the description is subject to change at the discretion of management.