



# ESL Conversation Club Coordinator



**Position Overview:** Help enhance the library's services to English language learners by overseeing and implementing volunteer-led English Conversation Clubs.

- Responsibilities:**
- Select, develop, and lead a multi-talented team to enhance the library's English Conversation Clubs.
  - Develop additional curriculum materials for English Conversation Clubs.
  - Expand the library's role as an important community agency and become familiar with local adult education schools/resources.
  - Increase the community's awareness about library services, programs and use of resources.

- Benefits:**
- Satisfaction that you have changed lives and brought a much-needed service to library customers that otherwise may not have access to these resources and services.
  - Knowledge that you enhanced the library's position as an essential community agency.
  - Opportunity to learn new skills.
  - Social and professional networking with diverse groups of people.

- Training/Support Available:**
- Assistance from staff to develop the initial team.
  - Training and support from staff about the library, programs & services.
  - Library materials, data and technology.

- Qualifications:**
- Knowledge & experience in the field of English language learning or another teaching discipline.
  - High degree of initiative and creativity.
  - Excellent oral communication and written skills.
  - Ability to use Microsoft Office (Word, Excel), Internet and e-mail.
  - Ability to develop and work with a team.
  - Leadership skills.
  - Ability to organize projects and work.
  - Good person-to-person skills.

- Commitment:**
- 12 month commitment.
  - Negotiated amount of time determined to meet goals and objectives.
  - Initial training provided at Dr Martin Luther King Library, with the possibility of working from home as the project progresses.
  - Travel required throughout the library system to meet with conversation club leaders.

**Contact:**