

Title	English Conversation Group Facilitator for We Speak NYC (Volunteer)
Objective	Bring your enthusiasm and compassion to facilitate an English conversation practice group for NYC immigrant parents, with a content focus on navigating city resources and community problem solving.
Location	See tentative site and schedule listing here: https://literacypartners.org/wp-content/uploads/WSNYC-schedule-for-Summer-2019-for-volunteers-1.pdf
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Program Description	Literacy Partners provides English conversation practice groups where immigrant New Yorkers learn about free city resources, build their confidence, and share their personal triumphs and challenges. In two-hour classes, enthusiastic and compassionate facilitators use the Emmy award-winning educational video series We Speak NYC (formerly We Are New York) as a narrative springboard to discuss immigrant-centered scenarios and how to access NYC resources (e.g., paid sick leave, translators for parent-teacher conferences, free and confidential mental health services). Participants work together to practice English, solve problems, and advocate for themselves and their families in an English dominant world.
Key Responsibilities	<ul style="list-style-type: none"> • Commit to approximately 3 hours per week over a span of up to 14 weeks (actual number of weeks depends on site and schedule) • Observe a We Speak NYC group in action • Attend two 3-hour facilitator training workshops (at our office at 75 Maiden Lane) • Attend a 1-hour site orientation (where the group will be held) • Light preparation for and facilitating a 2-hour weekly English conversation group for approximately 10-11 weeks • Share attendance documentation with the Program Manager • Cooperate and communicate with your co-facilitator (most groups will have two facilitators) • Use the We Speak NYC video series and supporting materials, which will be supplied for each conversation group meeting • Be culturally sensitive, patient, and promote student empowerment and engagement • Give feedback to the Program Manager to better help group facilitators, group participants, and the program as a whole
Qualifications	Minimum Qualifications <ul style="list-style-type: none"> • Highly Proficient in Spoken and Written English (C1 or higher)

	<ul style="list-style-type: none"> ● Friendly and warm demeanor ● Interest in working with NYC immigrant populations ● Able to commit 2-3 hours a week ● Ease with digital communication (email, text) ● Consent to a basic background check <p>Preferred Qualifications</p> <ul style="list-style-type: none"> ● Experience with learning a new language as an adult ● Experience with ESL/language teaching methods or practices ● Experience with NYC immigrant communities ● Experience with facilitating a group of adults <p>Please note that all volunteers for this program must be at least 18 years old.</p>
Time Commitment	<ul style="list-style-type: none"> ● 3 hrs/week (see schedule above) ● approximately 9-13 weeks; exact start and end dates TBD
Training/Support Provided	<ul style="list-style-type: none"> ● Two 3-hour training workshops before your group begins: <ul style="list-style-type: none"> ○ Tuesday June 25th 6:00 PM-9:00 PM (required for new facilitators) ○ Tuesday July 9th 6:00 PM-9:00 PM (required for all facilitators) ● A list of multiple locations and schedules so you can choose what works best for you: <ul style="list-style-type: none"> https://literacypartners.org/wp-content/uploads/WSNYC-schedule-for-Summer-2019-for-volunteers-1.pdf ● A co-facilitator for your group whenever possible (most groups have at least two facilitators) ● All learning materials, handouts, and a suggested lesson plan ● Ongoing feedback and training workshops as needed
Benefits	<ul style="list-style-type: none"> ● Training Provided ● Volunteer Appreciation Party ● Access to free books
Supervisor	Adriane Lee, Associate Director of Programs
Phone	646-237-0163
Email	AdrianeL@LiteracyPartners.org
Program website	https://literacypartners.org/get-involved/volunteer