



Immigrant and Refugee  
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## **Position Title: Newcomer Literacy Initiative Classroom Assistant**

### **Purpose**

The *Newcomer Literacy Initiative* (NLI) is seeking an NLI Classroom Assistant to provide extra support to help newcomer adults improve their English skills. NLI provides classes at the Canadian Language Benchmark level Foundations 1/2 and 3/4.

### **Position Summary**

NLI Classroom Assistants work in IRCOM's NLI classrooms to help students as they complete language-based assignments. They assist the teacher in classroom management and program delivery, occasionally taking on leadership roles so the teacher can focus on assessment and other tasks.

### **Duties and Responsibilities**

- Help students complete tasks and assignments
- Follow directions as given by the teacher
- Build relationships with the students
- Take initiative to engage with students and assignments
- Maintain open lines of communication with IRCOM staff
- Ask IRCOM staff for assistance as needed
- Demonstrate proper English grammar and vocabulary at all times
- Minimize distractions (turn off cell phones)

### **Time Requirements**

This position requires volunteers to come once a week for two-and-a-half hours. The minimum time commitment is three months; however, volunteers who can commit to staying until the end of the school year are preferred.

### **Abilities, Skills, Experience, and Qualifications**

- Good communication skills
- Good grasp of the English language
- Exhibit patience and kindness
- Experience working in an educational setting and/or with newcomers is an asset, but is not required
- Willingness to learn and receive constructive feedback
- Sensitivity to cultural differences and the impact of previous experiences on students

- Must complete required training provided by IRCOM (see below)
- Must complete a satisfactory criminal record check and child abuse registry check
- Must be 18 years of age or older

### **Orientation and Training**

- All NLI Classroom Assistants must participate in a general orientation to IRCOM's mission, objectives, values, and programs.
- All NLI Classroom Assistants must participate in an introduction to the Canadian Language Benchmark system as well as training in working with adult EAL students.
- All NLI Classroom Assistants will be asked to participate in one Mentor Shift where they shadow a long-term volunteer in an NLI classroom.
- All NLI Classroom Assistants are encouraged to participate in other training offered to IRCOM volunteers throughout the year. Volunteers also have the option to request specific training relevant to their position with IRCOM.

### **Supervision**

NLI Classroom Assistants are under the direct supervision of the NLI teacher they are placed with, but can also expect to interact regularly with, and be held accountable by, Volunteer and Community Services Program (VCSP) staff. VCSP staff should be considered a supportive resource for volunteers.

### **Supporting Policies**

The successful candidate will be expected to familiarize themselves with the IRCOM policies found in the Volunteer Handbook.

### **Working Conditions**

Multiple sites available, classroom setting, some sites are wheelchair accessible, indoors, some classes off-site in a nearby school, some standing and walking required, occasional field trips (transportation from classroom provided).

### **Benefits**

- The chance to build relationships with students
- The chance to learn about other cultures and share your own
- The chance to support someone as they study and learn
- The chance to develop your own communication and leadership skills
- The chance to attend volunteer recognition events held throughout the year
- Reference letter can be provided after three months of consistent volunteer service
- Access to all of IRCOM's internal job postings

To apply, fill out the online application form at <http://bttr.im/otznj> or contact Rayne at [reisam@ircom.ca](mailto:reisam@ircom.ca) or by phone at 204-943-8765 ext. 111. Please Note: it may take a few weeks to receive a response.