

## Position Description: English Conversation Facilitator

### Section 1: Position Identification

|                                   |   |
|-----------------------------------|---|
| <b>Position Title</b>             | English Conversation Facilitator (Talking Circle Program)   |
| <b>Reports to</b>                 | Community Development Team  |
| <b>Relationships</b>              | <u>INTERNAL</u> : Community Development team, Executive Management Team, Wellness Centre Team, MCCGC volunteers,<br><u>EXTERNAL</u> : Talking Circle participants                                 |
| <b>Award &amp; Classification</b> | Volunteer   |
| <b>MCCGC Values</b>               | <ul style="list-style-type: none"> <li>• <i>UNITY</i></li> <li>• <i>COMPASSION</i></li> <li>• <i>INTEGRITY</i></li> <li>• <i>RESPECT</i></li> <li>• <i>JOIE DE VIVRE (Joy of Life)</i></li> </ul> |
| <b>Availability</b>               | Weekly. 2-3 hours.  |
| <b>Location</b>                   | Variable  |
| <b>Documents to provide</b>       | Police Check, Driving license (desirable).  |

### Section 2: Position Objective

The English Conversation Facilitator Volunteer position is responsible for helping with the organisation, facilitation and support participants in the weekly program “Talking Circle, let’s talk, meet and share our stories”. The objective of Talking Circle is to build confidence and English speaking skills, linking with others and the community in a friendly and supportive environment.

The English Conversation Facilitator assists the MCCGC team to achieve its mandate to benefit people from CALD backgrounds and to strengthen multiculturalism across the Gold Coast.

### Section 3: Key Responsibilities and Duties

- Work alongside and provide support to participants and MCCGC staff in the Talking Circle program. This includes preparation of learning materials, facilitation of the conversation group and assisting participants.
- Research and connect people to broader services when appropriate.
- Adhere to and promote the vision, mission and values of MCCGC (visit website [www.mccgc.com.au](http://www.mccgc.com.au))

### Section 4: Skills and Experience

- Non-judgemental, empathetic, reliable and professional attitude with participants and staff
- Cultural awareness
- Good English speaking and written skills
- Tutoring or teaching experience (Desirable)

### Section 5: Learning and Development

- Build confidence, public speaking, cross-cultural communication and leadership skills
- Opportunities to attend professional training programs from MCCGC
- Connect with people from around the world and expand personal network

## Section 6: Agreement

I accept and agree to the duties in this Position Description. I have asked for clarification on any points on which I was unsure.

New Volunteer Name \_\_\_\_\_  
*Please Print*

Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

MCCGC Representative Name \_\_\_\_\_  
*Please Print*

Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_