

## **Title: Language Mentor (Test Preparation)**

**Summary:** The mentor supports a SOICS mentee by providing academic guidance that will increase the likelihood that a mentee will successfully pass an exam. He/she will **1)** help mentees develop learning skills such as time management and study skills; **2)** stimulate, motivate and encourage mentees to actively participate, be challenged, and enjoy learning; and **3)** help mentees gain a valuable learning experience.

### **Activities:**

Help mentees with preparation in the areas of one of the following:

- IELTS/LPI/CELP
- Driver's License
- Canadian Citizenship

Monitor mentee progress and help him/her stay on track to pass the exam successfully and on time. Establish and communicate clear expectations and guidelines that help the mentee set realistic goals. Teach and encourage the mentee to be a self-directed, independent learner who is responsible for his/her test preparation, and ensure resources are available to help him/her succeed.

Act as a positive role model to clients by demonstrating behaviours that are beneficial for clients to adopt, including demonstrating respect for others and utilizing appropriate language.

### **Qualifications & Skill Requirements:**

Teaching and/or tutoring experience an asset

Experience working with immigrants a plus

Advanced written and spoken English

Cross-cultural experience and/or a personal commitment to learning about other cultures

A good listener, patient, supportive and empathetic to newcomers

Able to collect attendance and carry out duties independently

Understanding of confidentiality and data protection

A criminal record check, Photo ID, a minimum of two references and participation in a SOICS volunteer training session are required

### **Schedule, Commitment & Location:**

1 to 1.5 hours/shift, at least 1 shift/week

Position will be located at Penticton office

Supervision and support provided by the assigned Volunteer Coordinator.

### **Discontinuing Services:**

A mentor wishing to withdraw/discontinue volunteering is requested to provide advance notice of his/her departure and a reason for the decision to the Volunteer Coordinator. Reasons to withdraw/discontinue volunteering will be kept confidential.

*Created: February 2017 | Revised: March 2017*