

## ESL Café Program Volunteer Application Package

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Dear Virtual ESL Café Applicant,

Thank you for your interest in volunteering with the Vaughan Public Libraries Virtual ESL Café Program. In this package you will find the documents necessary to complete your application.

- ESL Café Volunteer Job Description
- ESL Café Volunteer Application
- Photo permission form - **optional**

Other required documents:

Updated York Regional Police Vulnerable Sector Check. Please refer to the York Regional Police for more information: <https://www.yrp.ca/en/services/Vulnerable-Sector-Check.asp>.

Submit your completed applications to [librarian.librarian@vaughan.ca](mailto:librarian.librarian@vaughan.ca). All documents listed above must be submitted for the application to be considered.

Successful applicants will be required to attend an orientation and training session.

If you have any questions about the ESL Café Program or the application process, please contact Vaughan Public Libraries at 905-653-7323 or [librarian.librarian@vaughan.ca](mailto:librarian.librarian@vaughan.ca).

Sincerely,  
Vaughan Public Libraries  
905-653-READ (7323)

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<b>VOLUNTEER JOB DESCRIPTION</b>	
<b>JOB TITLE:</b>	<b>VIRTUAL ESL CAFÉ VOLUNTEER</b>
<b>REPORTS TO:</b>	Information Staff
<b>SUMMARY</b> Under the direction of a designated supervisor, provides English language practice to adult newcomers.	
<b>RESPONSIBILITIES</b> <ol style="list-style-type: none"> <li>1. Provide English language conversation, listening and speaking skills help to small groups of newcomers.</li> <li>2. Create an encouraging and positive environment for newcomers.</li> <li>3. Good attendance and punctuality is required.</li> <li>4. Supports the <i>Mission, Vision</i> and <i>Values</i> of Vaughan Public Libraries.</li> <li>5. Responsible following Health &amp; Safety policies and procedures.</li> <li>6. Record hours worked and tasks accomplished if required for community service placements.</li> <li>7. Other duties as assigned.</li> </ol>	
<b>QUALIFICATIONS</b> <ul style="list-style-type: none"> <li>• Must be at least 18 years old.</li> <li>• Proficiency in English language.</li> <li>• Ability to communicate courteously and effectively.</li> <li>• Enthusiasm for working with people of all ages.</li> <li>• Patient, dependable and reliable.</li> <li>• Volunteers must obtain and submit a Police Vulnerable Sector Check prior to participating in the program.</li> </ul>	
<b>TIME COMMITMENT</b> <ul style="list-style-type: none"> <li>• Volunteers are required to complete at least 1.5 hour shift every other week.</li> </ul>	
<b>APPLICATION PROCESS</b> <ul style="list-style-type: none"> <li>• Volunteers must complete their application package and have a recent York Region Vulnerable Sector Screening.</li> </ul>	
<b>TRAINING</b> <ul style="list-style-type: none"> <li>• Volunteers must attend an orientation and training session prior to participating in the program.</li> </ul>	
<b>BENEFITS</b> <ul style="list-style-type: none"> <li>• Volunteers will gain valuable work experience, develop teamwork and leadership skills and get involved with the community.</li> <li>• Volunteers will help newcomers to Canada integrate into their communities.</li> </ul>	

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### **Please complete all sections of the form**

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

VPL Library Card #: \_\_\_\_\_

I give Vaughan Public Libraries permission to contact me regarding other volunteer opportunities.

Occupation (if applicable):  
\_\_\_\_\_

Work Telephone (if applicable): \_\_\_\_\_

**Your completed application must be emailed to: [librarian.librarian@vaughan.ca](mailto:librarian.librarian@vaughan.ca)**

*Vaughan Public Libraries endeavours to provide a safe environment for all library users. In keeping with this objective, applicants will be asked to complete a Police Vulnerable Sector Check prior to the commencement of their volunteer work. The fee for the Police Vulnerable Sector Check will not be refunded to ESL Café applicants.*

*Personal information on this form is collected under the authority of the Freedom of Information and Protection of Privacy Act, 1990, MFIPPA\Regulation 29. Personal information collected on these forms is used to contact program participants. After the program the forms are destroyed and non-identifying statistical information is retained. Questions regarding the collection of this information should be directed to the Chief Executive Officer, Vaughan Public Libraries, 2191 Major Mackenzie Drive, Vaughan, Ontario, L6A 4W2, 905-653-READ (7323).*

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Please answer the following questions to the best of your abilities.

1. Why are you volunteering to become an ESL Cafe volunteer?

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2. What qualities do you have that would make you a good ESL Café volunteer?

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3. Outline below any other volunteer experience you have had that would be beneficial to this volunteer position:

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Signature \_\_\_\_\_

Date: \_\_\_\_\_

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*Persons 18 years of age and older*

I \_\_\_\_\_, hereby give permission for the photograph(s) taken at all ESL Café activities throughout the year to be used by Vaughan Public Libraries and/or the media in electronic or print publications, and online communication vehicles, to promote the Libraries' programs and services.

If the photograph is used in a publication, I authorize

- My full name to be used  
 I do not authorize my name to be used

Signed \_\_\_\_\_

*Parental consent is required for photographs of persons under 18 years of age*

I, \_\_\_\_\_ (*name of parent/guardian*) of  
(*first & last name of child*) \_\_\_\_\_, hereby give permission for the photograph(s) taken at all ESL Café activities throughout the year to be used by Vaughan Public Libraries and/or the media in electronic or print publications, and online communication vehicles, to promote the Libraries' programs and services.

If the photograph is used in a publication,

- I authorize my son or daughter's full name to be used  
 I do not authorize my son or daughter's name to be used

Signed \_\_\_\_\_