



LAKE PARK PUBLIC LIBRARY VOLUNTEER OPPORTUNITY

Facilitator For English Exchange Group

This is a three-month volunteer position beginning September 1, 2023. The individual(s) will help non-native speakers of English learn conversational English that will enable them to be comfortable speaking with and understanding native English speakers. Activities will include, but are not limited to:

- Adhere to an outline provided by the library to facilitate
- Provide participants with constructive feedback
- Model natural functional language
- Set up room in library used for group meeting
- Spend 1.5 to 2 hours per week in group with attendees
- Communicate with other volunteers and volunteer coordinators outside of the group and attend training sessions

Required Knowledge, Skills, Ability and Experience:

- Prior experience leading English Exchange groups or classes for TOEFL (Test of English as a Foreign Language) preferred
- Fluency in English
- Ability to speak well and articulate in English
- Interest in working with adult learners of English
- Cross-cultural sensitivity and a desire to work with students from different cultural, educational and economic backgrounds
- Willingness and ability to attend training sessions
- Flexibility and patience

Applications may be obtained from, and must be submitted to, the Human Resources Department, Lake Park Town Hall, 535 Park Avenue, Lake Park, FL 33403. All applicants shall be subject to a criminal background check. Volunteer application forms may be downloaded from the Town's website at www.lakeparkflorida.gov. Applications will not be accepted by fax or email. Phone: 561-881-3300. The Town of Lake Park is an Equal Opportunity Employer. A copy of the Town of Lake Park's EEO Utilization Report may be obtained upon request.