

## Position #1 English Language Learner Activity Administrator - Young Canada Works (YCW)

Over the past five years, the Township of Cavan Monaghan has seen an increase in population by about 2,000 people. Among our newcomers are quite a few families who are English Language Learners. As a library, we would like to create a safe space for everyone to feel included, especially newcomers. To create such a space, the main objective of this project is to create two programs that center around English language learners: a conversation-style learning program and an activity-based learning program. Both of these programs will be provided at our Bruce Johnston and Millbrook Branches.

The conversation-style learning program (or Coffee & Conversation: ELL Edition) will provide hands-on learning that will benefit the individual in daily situations. There will be a focus on learning everyday words and phrases in a group setting so that the participant can meet new people and learn about their community. The summer employee (or Activity Administrator) will facilitate a fun and engaging environment where English language learners can feel comfortable practicing their English through conversation and share their language with the rest of the group.

The activity-based learning program (or Outdoor Play: ELL Edition) will provide children (and their families) the opportunity to play and learn at the same time. The Activity Administrator will be responsible for creating a warm and welcoming environment for English Language Learners, while also facilitating social interaction among the participants. Outdoor Play is open for all patrons, so that English Language Learners can practice their English in social settings with others. It also provides the opportunity for other children to learn about different cultures and about working together to understand each other.

The Activity Administrator will also help around the library when it comes to library tasks and other programming around the library. Some of the library tasks will include checking books in and out, shelving material, communicating with patrons, and answering/fielding questions. When it comes to additional programming, the Activity Administrator may need to help with activity prep/set up, assisting with the program itself (especially if there is a large group of children), as well as cleaning up after the activity.

### Program outline:

#### Coffee & Conversation:

- Create a list of conversation prompts that would be a good starting point for English Language Learners.
- Research tips and tricks to help English Language Learners learn English
- Determine which translation tool will be the most useful; acquire said tool

#### Outdoor Play:

- Create a list of activities/games for the next 4 weeks
- Prepare the supplies ahead of time

#### English Language Learner Programming:

- Make recommendations to add to the library's social media channels to attract the target audience
- Document promotion plans
- Have Coordinator of Outreach, Programming and Partnerships review advertisements before they go live (for proofing of content and art to stay on brand)

#### Library Tasks:

- Communicate with patrons and answer/field questions
- Circulation desk - check books in and out
- Shelf materials

Help the Coordinator facilitate Summer Programming:

- Help set up the activity beforehand
- Be on hand to work with any of the children that are struggling with the activity
- Help clean up after the activity