

POSTING NOTICE

COMPETITION #: SC-287-2526

POSTING DATE: June 12, 2026

CLOSING DATE: June 24, 2026

CLOSING TIME: 12:00 PM

POSTED: INTERNAL/EXTERNAL

POSITION TITLE: Conversation Circle Facilitator

PROGRAM AREA: English Language Training

CLASSIFICATION: Instructor Aide

SALARY: As per Collective Agreement – Instructor Aide Salary Grid

LOCATION: Melfort, SK

POSITION TERM: September 24, 2026 to May 5, 2027

HOURS OF WORK: 108 hours/18 days (1 face-to-face evening class (6:00pm to 9:00pm) per week)

STATUS: Term / Part-Time

IMMEDIATE SUPERVISOR: Rebecca Bryson, Senior Coordinator, English Language Training

Applications including Resume & Cover Letter to humanresources@suncrestcollege.ca

POSITION SUMMARY:

The primary responsibilities of the Conversation Circle Facilitator are to help newcomers learn conversational English that supports tasks of daily living, and to develop social networks and connections to their local community. The Facilitator is responsible to assist learners with listening and speaking activities as they practice and enrich their English language skills. Key to this role is developing a welcoming and comfortable group environment that provides the foundation for socialization and practical applications that support language development.

JOB DUTIES AND RESPONSIBILITIES:

1. Classroom Facilitation:

- Facilitate conversational English to assist learners with gaining confidence in general communications. Duties to include classroom facilitation, individual and small group language support
- Deliver outcomes specified by the Ministry of Immigration and Career Training (ICT) and Immigration, Refugee and Citizen Canada (IRCC)
- Effectively deliver course content via a blended delivery model, including online and face-to-face instruction if required
- Build rapport with students to facilitate a positive learning experience
- Arrange for real-life experiences related to local, Canadian, and Indigenous culture
- Help learners to connect to their community through practical applications of language in community-based activities
- Utilize real-life documents to support language skill development
- Maintain a professional image and courteous demeanor with students and staff
- Create a safe, inclusive, and respectful classroom environment
- Identify resources and equipment appropriate to support learner development
- Assist with room set-up and clean up

- Complete attendance and month-end reporting requirements as assigned
- Maintain the confidentiality and privacy of the College and its clients.

4. Additional Duties:

- Other duties as assigned.

QUALIFICATIONS, KNOWLEDGE, EDUCATION AND SKILLS:

- Minimum education requirements include grade 12 diploma and one-year experience as a facilitator in an educational setting
- CERTSEL Accreditation or experience working with adult ESL learners in a cross-cultural learning environment is an asset.
- Valid class 5 driver's license is required
- Excellent interpersonal, oral, and written communication skills
- Knowledge of and the ability to communicate effectively and cooperatively with people from diverse cultural backgrounds
- Ability to assess students' learning needs and to facilitate learning opportunities to meet those needs
- Ability to innovate and motivate, including a capacity to deal appropriately and effectively with challenges, issues and problems experienced by adult learners with limited English language skills
- Well-developed time management and organizational skills
- Demonstrated knowledge and experience with online curriculum delivery and its associated technologies is preferred.
- Demonstrated competence and recent experience in the use of technology such as MS Teams, Microsoft Office Suite, Office 365, Moodle, Outlook, Internet, etc., with the ability to learn and adapt to changing technology.
- Demonstrated experience working in a cross-cultural environment.
- Satisfactory Criminal Record Check and Vulnerable Sector Check required