



Improve your communication and leadership skills



Participate in global discussions, games, and activities

Volunteer and engage in English with people around the world



ENGLISH LANGUAGE CENTRE @UVIC

UVIC STUDENT VOLUNTEER APPLICATION

Why Volunteer at the ELC?

Are you looking for a volunteer experience where you can connect with people from around the world, while building your international communication and leadership skills? As an ELC volunteer, you will work with trained UVic facilitators as you support our UVic English as an Additional Language (EAL) students by participating in English conversation activities, games, and activities.

What is Conversation Club and Coffee Social?

Conversation Club and Coffee Social are weekly, in-person events, offered to ELC students. Conversation Club runs on Wednesdays and Coffee Social runs on Fridays. These events provide a fun, casual environment for international students enrolled in the ELC's face-to-face programs to practice conversational English. Coffee Social volunteers and our students explore cultural diversity, common interests and learn about each other through group activities and games led by our team of Cultural Assistants (CAs).

How to apply:

Applicants must be at least 18 years old, conversant in English, have a valid UVic email address and a UVic student number. Please **save and submit** this application form via email to ELCActivitiesCoordinator1@uvic.ca.

ELC Volunteer Details:

Applicants will be contacted by email for availability and to schedule orientation and training. Volunteer hours may count towards a Co-Curricular Record. The ELC reserves the right to deny volunteers from participating in this program.

Please view our Guidelines and Conduct on the next page.

Please provide information for all sections, then save and email to ELCActivitiesCoordinator1@uvic.ca

First and Last Name:	
UVic Program/Faculty:	
Email:	
V#:	

Freedom of Information Guidelines

The English Language Centre at the University of Victoria collects personal information pursuant to Part 3, Section 26 (c) of the BC Freedom of Information and Protection of Privacy Act (FOIPPA). This act allows us to collect personal information “directly related to and necessary for an operating program or activity of the university”.

The information you provide is used for the purposes of applying for an ELC volunteer position. Please email any questions you may have to: ELCActivitiesCoordinator1@uvic.ca.

Conduct

At the English Language Centre we value our dedicated volunteers and have put together these guidelines to ensure the smooth running of our programs. As a volunteer, you are subject to a code of conduct, similar to that which binds a professional. Like them, you are expected to be accountable for the following:

Boundaries:

- Please understand that your relationship with students is of a supportive nature and socializing with them outside of your volunteer duties either in-person or on virtual platforms is discouraged. If you are unsure about a situation, err on the side of caution. The volunteer relationship with students is different from a friendship or family relationship and the focus remains on protecting the student.
- Do not become involved in business or personal relationships with the students. Do not share your contact information.
- Do not use your relationship with the students for personal advantage or benefit.
- Please maintain a level of professional conduct during all discussions and activities.

Please notify the Program Coordinator, Cultural Assistant, or staff immediately by email:

- If the student wants to discuss course-related issues or personal problems of any kind, we have many resources online available such as UVic Counseling Services. If you ever feel uncertain or uncomfortable with a student request, do not hesitate to contact the Program Coordinator, Cultural Assistant or staff and we will intervene politely.

Service at the Discretion of the English Language Centre:

- The ELC welcomes the service of all volunteers with the understanding that such service follows this code of conduct. Volunteers agree that the ELC may review and decide to end the volunteer’s relationship with the ELC.

Please write/type your name and date to acknowledge that you have read, understand, and agree to be bound by this code of conduct.

Name:		Date:	
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