

Job Description – Volunteer Engagement

Position Title: Volunteer ESL Class Instructor

Department: Adult Programs – Newcomer & Language Services

Reports To: Community Development Coordinator

Location: Warden Woods Community Centre, 74 Firvalley Court, Toronto, ON

About Us

Warden Woods Community Centre is a multi-service charity working with and for communities to meet the evolving needs and interests of neighbours in Southwest Scarborough. Founded in 1970, our Programs and Services currently include daycare, early years, child and youth programs, adult and senior programs, drop-ins, and emergency shelter. Our mission is to build caring, compassionate, just and interdependent relationships with and for communities in Southwest Scarborough. Learn more: wardenwoods.com

Position Summary

We are looking for a passionate and committed Volunteer ESL Instructor to lead English classes for adult learners, many of whom are newcomers to Canada. This role is essential in helping participants improve their communication skills, build confidence, and feel more connected to their community. You'll be part of a welcoming team dedicated to inclusion, empowerment, and lifelong learning.

Please note: This is a volunteer (unpaid) position.

This is a great opportunity for someone passionate about food access, community service, and working in a dynamic, people-focused environment.

Key Responsibilities

- Plan and deliver ESL lessons that support beginner to intermediate English learners
- Create a supportive and engaging classroom environment
- Use a variety of teaching methods and materials to meet learners' needs
- Assess student progress and adapt lessons accordingly
- Maintain attendance records and communicate any concerns with the ESL Coordinator
- Promote a welcoming, respectful, and inclusive space for all students
- Participate in training or team meetings as needed
- Support cross-departmental collaboration, contribute with enthusiasm to WWCC initiatives, and embody the values of Warden Woods as part of our unique communities

Qualifications

- Strong communication skills in English
- Previous teaching or tutoring experience, especially in ESL or adult education (volunteer or paid)
- TESL/TEFL certification or enrollment in a TESL program is an asset
- Comfortable working with diverse populations, including newcomers and refugees
- Patient, inclusive, and flexible teaching style
- Reliable and able to commit to a regular teaching schedule
- Familiarity with the communities and cultures of Warden Woods and Southwest Scarborough is a definite asset

Benefits of Volunteering in this Role:

- Gain experience connecting with and supporting community members
- Gain volunteer hours and professional references
- Gain teaching experience

Work Conditions

- **Time Commitment:** 2–3 hours per week; weekday morning or afternoon classes
- **Work Arrangement:** In-person at Warden Woods Community Centre, 74 Firvalley Court, Scarborough

Application Instructions

WWCC is an equal opportunity employer committed to gender equality and social inclusion in our workplace. All qualified applications will receive consideration without regard to sex, gender identity, gender expression, sexual orientation, race, ethnic origin, colour, religion, nationality, disability, age, or any other characteristic protected by applicable law. We encourage applications from BIPOC people, 2SLGBTQIA+ community members, people with disabilities, and members of other equity-deserving groups. Please notify us as soon as possible of any adaptive measures you might require at any stage of the recruitment process.

To apply, please send your resume via email to abdulr@wardenwoods.com with “ESL Class Instructor” in the subject line.