



Improve your online communication and leadership skills



Volunteer and engage in English with people around the world



Participate in global discussions, online games and trivia challenges

# ENGLISH LANGUAGE CENTRE @UVIC

# UVIC STUDENT VOLUNTEER APPLICATION

## ELC Online Café Social

### Why Volunteer at Café Social?

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 online Café Social volunteer, you will work with trained UVic facilitators as you support UVic students in English as an Additional Language (EAL) programs by participating in online English conversation activities, games and trivia challenges.

### What is Café Social?

**Café Social is a weekly, online (virtual) event, offered Mondays, 4-6pm, from July-September, 2021.** Café Social provides a fun, casual environment for international students enrolled in the English Language Centre's ELC Connect programs to practice conversational English. Café Social volunteers and EAL students explore cultural diversity, common interests and learn about each other through one-on-one or group discussions.

### How to apply:

Applicants must be at least 18 years old, conversant in English, have a valid UVic email address and a UVic student Zoom account. Please **save and submit** this application form via email to [ELCActivitiesCoordinator1@uvic.ca](mailto:ELCActivitiesCoordinator1@uvic.ca).

### Café Social Volunteer Details:

Due to COVID-19, all Café Social volunteer shifts are online. Applicants will be contacted by email for availability and to schedule online orientation and training. Volunteer hours may count towards a Co-Curricular Record. The English Language Centre reserves the right to deny volunteers from participating in this program. **Please view Guidelines** on next page.

**Please Provide Information for All Sections, then Save and Email**

First and Last Name:	
City/Country:	
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 a Café Social volunteer position. Please email any questions you may have to: [ELCActivitiesCoordinator1@uvic.ca](mailto: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 online discussions and activities.

### **Please notify the Program Coordinator, Cultural Assistant, or staff immediately by email or Zoom Chat:**

- 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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