

Education Department Volunteer Possibilities: English TAs, Computer Class TA, Citizenship Tutors, Citizenship Mock Interviewers. All volunteer opportunities in the Ed. Department require a 3 month minimum volunteer commitment (except for Citizenship Mock Interviewers), one or more times per week. Classes run year-round.

Basic Qualifications:

- Cultural sensitivity and flexibility
- Ability to work well with others and to work independently
- Ability to speak English well
- Dependability and punctuality

Please be patient with the time that it takes to process the application. This can take 1 month or more.

Citizenship Literacy Tutor

Patient, motivated volunteers needed to tutor adult students in our Literacy Citizenship Classes. Volunteers will work with small groups of students on knowledge needed to pass the citizenship interview as well as on basic English literacy skills, using structured lessons prepared by the Education staff.

Required Qualifications: Tutoring or teaching experience a plus; native speaker proficiency in English; ability to work well with others; desire to work with other cultures and to assist clients with limited English proficiency; dependable and punctual; cultural sensitivity and flexibility essential. All applicants will complete an interview and background check.

Teacher's Aide - ESOL Classes/Teacher's Aide - Citizenship Classes

Dependable volunteers needed to assist classroom instructors of adult ESOL and Citizenship classes. Responsibilities include helping with preparation and implementation of lessons, and assisting individual students or groups with English and/or Citizenship practice under the guidance of the instructor.

Required Qualifications: Tutoring or teaching experience a plus; ability to work well with others and independently; ability to speak English well; desire to work with other cultures; reliable and punctual; cultural sensitivity and flexibility essential. Must be comfortable speaking in front of and working with large groups of students. All applications will complete an interview and background check.

Teacher's Aide - Computer Classes

Motivated volunteers needed to assist the instructor of adult ESOL computer class. Responsibilities include giving training and responding to student questions on basic computer knowledge, ESL software and websites and helping with record keeping and student retention.

Required Qualifications: Computer proficiency in Microsoft Office and internet use, and ability to troubleshoot basic software and hardware issues. Tutoring or teaching experience a plus. Ability to work well with others and independently; desire to work with other cultures; ability to speak English well; dependable and punctual; cultural sensitivity and flexibility essential. Must be comfortable speaking in front of and working with large groups of students. All applicants will complete an interview and background check.

Mock Interviewer – Citizenship Classes

Dependable volunteers needed to provide practice to students to successfully pass the citizenship interview through a simulated interview. *Training Requirements:* ½ hour briefing by instructor before mock interview session.

Education Department Volunteer Job Descriptions

Required Qualifications: Native Speaker proficiency in English; Ability to work well with other; Ability to work independently; dependable and punctual; Cultural sensitivity and flexibility essential

Telephone Conversation Partners – Citizenship Classes

Dependable volunteers need to prepare students for the oral component of the citizenship interview. Responsibilities include to familiarize self with the lesson in the provided booklet before each telephone conversation to hold a thirty-minute conversation with student on the telephone using the provided lesson.

Required Qualifications: Native speaker proficiency in English and cultural sensitivity; responsible and able to work independently; Dependable access to a telephone.