



## Volunteer Position Description

**Title** English as a Second Language (ESL) Assistant Instructor

### **Importance of the position to the Franciscan Renewal Center**

The ESL Instructor's efforts support the life and dignity of vulnerable immigrants by teaching them English so they may improve their life by being an assistant instructor of ESL classes.

**Responsible to** ESL Site Leader

### **Definition of Duties**

- Support lesson plans
- Work with the Instructors in the classroom on dialogues, modeling activities and supporting group breakouts
- Work closely with any student who is having difficulty
- Commit to attend classes fairly regularly for continuity

**Length of Commitment** One year

**Time Required** Three hours of training at the beginning of the ESL class year and 60 or 90 minutes for each class.

### **Qualifications**

- Good Communication Skills
- Love of Learning and Serving
- Ability to work cooperatively with students and other volunteers

### **Training Provided**

- Three hour training program in late August or early September



## **Evaluation**

- Conducted annually either at the end of the ESL class year (May) or prior to the start of a new ESL class year (August or September)
- Cover the following topics
  - ESL Ministry, site and individual volunteer accomplishments in the past year
  - ESL Ministry, site and individual volunteer frustrations in the past year
  - Areas in which the Ministry could be enhanced or improved moving forward
  - From a volunteer's perspective: How did his/her gifts, training and/or abilities contribute effectively to the ESL Ministry?
  - From a leadership perspective: How did the volunteer's gifts, training and/or abilities contribute effectively to the ESL Ministry?
  - In what additional learning and/or leadership opportunities are volunteers interested?