

## **PART TIME VOLUNTEER POSITION (AMERICORPS-ACCESS PROGRAM)**

**POSITION: ESL Coordinator and Instructor (Approx. 15-17hrs/wk)**

**DESCRIPTION:** Coordinates the English as a Second Language instructional program, supports the overall goals of improving students' competency in spoken and written English, and assists students in their pursuit of citizenship.

**What is AmeriCorps ACCESS Program:** the ACCESS program is a ONE YEAR COMMITMENT of VOLUNTEER service. Members must commit to at least 900 hours of volunteer service over a one year period (09/1/10-08/31/2011). In exchange for their volunteer service, members receive: \$ 5,900 living allowance and a \$2,675 education award. Members must participate in all AmeriCorps meetings, trainings and service projects in Greensboro, NC.

**About the Latin American Coalition:** The Latin American Coalition is the oldest and largest Latino nonprofit organization in the Charlotte-Mecklenburg area. Our mission is to promote full Hispanic participation in the Charlotte-Mecklenburg region by informing, educating, and advocating for the Latin American community.

**Applications:** Please send your resume and cover letter stating why you want to join the AmeriCorps program and serve in the Latin American Coalition to [sjerez@latinamericancoalition.org](mailto:sjerez@latinamericancoalition.org) by June 15<sup>th</sup>, 2010.

### **WHAT YOU WOULD BE DOING**

#### **30% (4.5 hrs/wk) Class instruction:**

- Prepares and facilitates a weekly ESL class (two days a week) for 15 weeks.
- Plans class syllabus and instructional resources.
- Periodically evaluates student progress and makes final recommendations about student placement for next level.
- Responsible for keeping an updated class roster and attendance sheet, compiling a class binder with class syllabus, activities, worksheets, evaluations, attendance, etc.

#### **30% (4.5 hrs/wk) Volunteer Management:**

- Recruits instructors and instructional assistants for all ESL classes.
- Actively solicits other volunteers to support the instructional and administrative aspects of the ESL program.
- Coordinates the initial training and ongoing evaluation of all ESL volunteer instructors and assistants, occasionally observing their class and providing feedback.
- Periodically meets with all ESL volunteer instructors to discuss individual class progress and inter-class issues of coordination, especially with regard to class content and course sequencing

#### **40% (6hrs/wk) Program Management:**

- Jointly with staff coordinates placement testing of students and reviews and updates placement test as necessary.
- Assists staff to coordinate the registration and payment processes for ESL classes, and inquiries about the ESL program.
- Develops a "course catalog" of all ESL classes and publicizes ESL classes through appropriate media and community agencies.
- Coordinates use of classroom space needed to conduct ESL classes.
- Ensures that periodic assessments of student learning are conducted and that students have the opportunity to evaluate each class.
- Maintains resource binders for each ESL class which include class materials from all instructors.
- Prepares certificates of participation/completion for students and coordinates the graduation celebration.
- Continuously assesses the needs of Latinos for new ESL offerings through meetings, focus groups, one-on-one contacts, and explores alternative time frames for offerings such as workshops and short-term seminars.
- Turns in to management various program reports on ESL classes and other activities of the ESL Coordinator.

**OFFICE HOURS:** Monday through Friday 4PM-9PM (some weekends)

**POSITION QUALIFICATIONS:**

1. 17 years of age or older, legal permanent resident or US citizen, spoken and written English proficiency
2. High School Diploma (HSD required for a member who tutors) or GED by end of program year
3. Computer skills: Word, Excel, Power Point, Internet, email
4. 1-3 years of experience in teaching ESL to immigrant populations, especially immigrants from Latin America
5. Strong communication and organizational skills
6. Fluency in Spanish a must. Advanced written and oral skills in English and Spanish necessary for success
7. Passion for serving a diverse community and encouraging clients to achieve self-sufficiency, commitment to social justice and community education is a must