



Volunteer Position Description

English as a Second Language Teacher for Low-Income Adults

Purpose: We are seeking tutors to work with parents of children in our Family Learning Center as well as other low-income adults seeking to improve their English writing and conversational skills. Our Adult Education Program takes place Monday and Wednesday evenings from 6:30-8:30pm.

Location: Community Lodgings' English as Second Language (ESL) courses are held at our Fifer Family Learning Center (607 Notabene Drive) in Alexandria's Arlandria neighborhood.

Key Responsibilities

- Instruct a Beginning level ESL class to a group of 10-15 adults.
- Teach writing, reading, listening and conversation exercises utilizing the All-Star English curriculum.
- Incorporate supplemental online activities to advance students' computer literacy skills
- Provide support to students who are not computer literate and/or have questions about the online activity.
- Track students' progress with oral and written assessments at the end of each Unit of study. Report progress to the Education Coordinator.
- Track and report attendance to the Education Coordinator.

Reports to: Education Coordinator

Length of Appointment: 12 weeks

Time Commitment: 4 hours/week

Qualifications:

- Spanish proficiency

Age Requirement: 18 and older

Dress Code: Casual