



Volunteer Position Description

Title English as a Second Language (ESL) Lead 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 instructor of ESL classes.

Responsible to: ESL Ministry Chairperson

Definition of Duties

- Develop overall approach/curriculum for their site
- Prepare to teach his/her lesson plan
- Copy materials used in lesson plans
- Create appropriate props, visual aids and activities
- Manage the 60 minute or 90 minute class from start to finish
- Involve and utilize Teaching Assistants in dialogues, modeling activities and group break outs

Length of Commitment One year

Time Required Per week- One- two hours to prepare for each class, 60 or 90 minutes for the class and travel and set up time for each class. Three hours of training at the beginning of the ESL class year. In addition, one to three all instructor team trainings

Qualifications

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

Training Provided



- Three hour training program in late August or early September

Evaluation

- Conducted annually as a ministry 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?