



Education Program Volunteer Job Description

Title: Community Volunteer

Objectives:

1. Assist with adult ELL class for students needing improvement for reading and writing skills and/or assisting the program coordinator with education related projects and duties for class preparation.
2. Participate in children's programs such as Girl Scouts/and or Soccer League, or other children's activities and events.
3. Provide support during community activities, courses, and events hosted by La Esperanza's Education Program.

Responsibilities:

1. Provide a minimum of 1 hour per week ELL class time with students outside of regularly scheduled class for students with specific learning needs.
2. Support and encourage adults and children when performing activities at La Esperanza or in collaboration with other community providers.
3. Provide regular communication to program coordinator and other team members, complete weekly report if required by the program coordinator.
4. Terminate your volunteer responsibilities when you can no longer provide services in writing with a minimum of 2 weeks notice. Capitalize

Qualifications:

1. Bilingual volunteers are preferred, primarily to work with the ELL class and assist parents with educational information if necessary.
2. Teaching experience is preferred, but not necessary for assisting the ELL class. Must have excellent speaking and listening skills, strong knowledge of the English language and grammar skills.
3. Leadership skills and/or knowledge of current programs or activities. Soccer League volunteers need to have established soccer skills to coach or referee.

Training/Preparation:

1. Complete orientation and provide resume.
2. ELL materials will be provided and available to the volunteer, but must remain at La Esperanza.
3. A criminal background check is required when participating with children's programs unsupervised by the program coordinator. Volunteer can not begin working until all information has been received and approved by the area program.
4. Girl Scout Program requires 4 hours of training to become a leader and is organized by the program coordinator and local Girl Scout contact.

Time/Place:

1. 1 hour per week is required when working with the ELL class, additional time assisting the ELL class is at your discretion.
2. Plan your schedule in conjunction with the program coordinator in accordance to students' availability and other program event schedules.
3. Attend community events with La Esperanza staff members if desired.

Length of Commitment:

1. 12 weeks is preferred for ELL class, length of commitment must be set when volunteer starts.
2. Soccer League and/or other children's programs are based on length of program, 4 to 12 weeks.
3. Girl Scout Program is preferred to be a committed position with a minimum of 6 months required. Volunteers are encouraged to continue with this as an on-going program and give 4 weeks notice if unable to provide services.

Supervision:

1. Support is tailored to each volunteer's needs
2. Report to Jill Berna, Education Coordinator, jberna@laesperanza.org or 302-854-9262 ext. 23