



## **JOB DESCRIPTION:**

Job Title: ESL Tutor Coordinator (an AmeriCorps position)  
Reports To: Director of Education  
Work Location: The Chicago Office of World Relief Chicagoland  
Status: 40 hours per week  
Term: One year term from September 1, 2021 - August 31, 2022  
\*Option to renew for a second year.

## **POSITION SUMMARY:**

World Relief Chicagoland serves refugees and immigrants in partnership with local churches. The ESL Tutor Coordinator works in collaboration with the World Relief Education and Church & Volunteer Mobilization Departments to coordinate the Adult ESL Tutor Program. Key responsibilities include providing guidance, training, placement and support to volunteers and students throughout the length of their involvement in the program, engaging volunteers who serve in one-time ESL opportunities, gathering and maintaining all program data and resources, providing support to the Education Department, and collaborating with staff, church, and community partners in the delivery of program services.

This role is primarily funded through the VOCAL AmeriCorps program. Therefore, the final candidate will need to apply to become an AmeriCorps member AFTER they have interviewed and been offered this position by World Relief. Additional information about the AmeriCorps application process and AmeriCorps expectations of this role will be provided during the interview process. However, those seeking to apply can find out more information about the VOCAL AmeriCorps program on the Literacy Volunteers of Illinois website at [www.lvillinois.org](http://www.lvillinois.org).

AmeriCorps provides a monthly stipend, monthly training, deferment of most college loans, and a \$6,345 education award which can be used for past, current, or future tuition and related costs. Full-time members may qualify for free medical benefits and a monthly food allowance. World Relief Chicagoland also provides monthly transportation and supplemental living expense stipends.

## **RESPONSIBILITIES:**

### **Volunteer & Student Support**

- Provide guidance and support to volunteers throughout the length of their service;
- Match and facilitate introductory meetings between tutors and students;
- Maintain good communication with students to address questions and concerns;
- Prepare program updates for a bimonthly volunteer tutor newsletter;
- Travel extensively around the north side of Chicago to conduct visits with tutors,

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- students, and tutoring site partners;
- Collaborate with staff in planning and implementing volunteer appreciation events;
- Collaborate with staff and church partners in facilitating volunteer orientations and trainings.

#### Administrative

- Gather, organize, and maintain tutor and student data in World Relief's databases, spreadsheets, and files;
- Ensure tutors comply with training requirements and program goals;
- Assist with grant writing, reports, and data management;
- Maintain instructional resources and online accounts.

#### Education Department Assistance

- Assist with student registrations, testing, review sessions, and surveys;
- Aid in ESL class projects under the guidance of ESL instructors;
- Coordinate ESL classroom observations and conversation practice groups;
- Assist the Director of Education in launching ESL tutoring sites at local churches;
- Other tasks as assigned by the Director of Education Services.

#### Other

- Represent World Relief at church and community events and local literacy coalitions;
- Participate in all required staff meetings;
- Fulfill all the requirements of the AmeriCorps VOCAL program (Details will be provided during the interview process).

### **KNOWLEDGE, SKILLS & ABILITIES:**

- Strong interpersonal and cross-cultural skills;
- Strong oral and written communication skills;
- Ability to effectively guide and direct others;
- Strong time management, detail oriented, and organizational skills;
- Proficient in Microsoft Office and Google Suite;
- Flexible and collaborative team player;
- Ability to flex schedule to facilitate some evening and weekend hours;
- Ability to commit to the full term of service as stated above.

### **REQUIREMENTS:**

- Respect the mission, vision, and values of World Relief;
- Previous tutoring or teaching experience and/or related training preferred.

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is required to have ordinary ambulatory skills sufficient to visit other locations.
- The ability to stand, walk, stoop, kneel, crouch, and manipulate (lift, carry, move)

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- light to medium weights of 10-15 pounds.
- Requires good hand-eye coordination, arm, hand and finger dexterity, including ability to grasp, and visual acuity to use a keyboard, operate equipment and read application information.
- The employee frequently is required to sit, reach with hands and arms, talk and hear.

#### **WORK ENVIRONMENT:**

- General office setting.
- Great lengths of time working on computer, reading from computer screen, entering information, standing at copier or fax machine, and some time on the phone or in skype meetings may be required.
- Year-end archiving activities involve repeated lifting and bending.
- Physical, emotional, and intellectual demands
- Equipment used: Employee computer (desktop or laptop), printer, and copier.
- All of the above duties and responsibilities are essential job functions subject to reasonable accommodation. All job requirements listed indicate the minimum level of knowledge, skills and/or ability deemed necessary to perform the job proficiently. This job description is not to be construed as an exhaustive statement of duties, responsibilities, or requirements. Individuals may be required to perform any other job-related instructions as requested by their supervisor, subject to reasonable accommodation. This position description is not all-inclusive and is always under review.

We are proud to be an EEO/AA employer M/F/D/V. We maintain a drug-free workplace and perform pre-employment substance abuse testing.

For World Relief staff, strong commitment to the mission, vision, and values of World Relief is essential, and Christian faith is a prerequisite for employment, based upon United States federal guidelines provided in Title VII of the Civil Rights Act of 1964.

#### **LEGAL BACKGROUND IN THE UNITED STATES**

World Relief is both an equal opportunity employer and a faith-based religious organization. This means that we conduct hiring without regard to race, color, ancestry, national origin, citizenship, age, sex, marital status, parental status, membership in any labor organization, political ideology, or disability of an otherwise qualified individual. The status of World Relief as an equal opportunity employer does not prevent the organization from hiring staff based on their religious beliefs, so that all staff share the same religious commitment.

Pursuant to the Civil Rights Act of 1964, Section 702 (42 U.S.C. 2000e 1(a) World Relief has the right to, and does, hire only candidates who agree with World Relief's Statement of Faith.

#### **APPLICATION PROCESS**

To apply, please email a cover letter and resume to [esltutorcoordchi@wr.org](mailto:esltutorcoordchi@wr.org)  
Use, "Application: ESL Tutor Coordinator" as the title of your email.