

**WORLD RELIEF NORTH TEXAS VOLUNTEER ESL TEACHER ROLE DESCRIPTION**

**Scope of Work**

The Volunteer ESL Teachers are a key part of our ESL program. Our teachers collaborate to create lesson plans for each class level, build strong long-term relationships with the students, and get to encourage and walk alongside the students in their journey learning English. Learning English is so foundational for our neighbors as they adjust to life here in the U.S., so this role is extremely important and foundational to the success of our program.

**Duties & Responsibilities**

* Working alongside the other volunteers to coordinate and create the lesson plan for each class
* Encourage the students to learn and practice their English in and outside of class
* Keep track of students’ attendance
* Keep track of students’ workbooks
* Report attendance to site lead teacher
* Communicating with World Relief regarding on-going facility, program, and student needs or concerns

**Skill & Qualification Requirements**

* Passion for working with vulnerable populations
* Flexibility
* Dependable, responsible, and capable of working independently
* Ability to be empathetic and non-judgmental
* Ability to exhibit professionalism
* Ability to work in diverse populations
* Experience teaching or working in ESL, encouraged, but not required
* Must be at least 18 years of age

**In-Role Training & Supervision**

* Must complete all volunteer training requirements.
* Must acknowledge and agree to World Relief’s Policies and Procedures.
* Will occasionally be asked to attend additional training on service updates and community resources.
* Will be supervised by the ELI Site Lead Teacher, ELI Coordinator, and Volunteer Coordinator.

**Time Requirements** - Must be able to commit to teach at least one day each week for a semester.

**Location** – ESL Classes are Monday from 2:00-3:00 pm, Tuesday from 10:00-11:30 am, Thursday from 10:00-11:30 am, and Saturday from 12:30-2:00 pm at the Clubhouse at Monarch Pass Apartment Complex.

**Work Environment** – You must dress modestly when you volunteer. No short shorts, tank tops, or revealing clothing. Please do not take pictures with the students or kids and post them on social media. We do not have permission for most of these students to post.

**Orientation & Training**

Volunteer Orientation & Training Required

ESL Tutoring Training Required (6 hours)

<https://worldrelief.thinkific.com/courses/national-esl-tutoring>

**Apply Here**

<https://worldrelief.org/north-texas/get-involved/volunteer-application/>