

## ESL TEACHER - Fort Worth

### Goal

The Volunteer ESL Teachers are a key part of our ESL program. Our teachers 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 foundational for our neighbors as they adjust to life here in the U.S. This role is extremely important and foundational to the success of our program.

### Primary Duties & Responsibilities

- Work alongside volunteers to coordinate and teach the lesson plan for each class
- Encourage students to learn and practice their English in and outside of class
- Keep track of students' attendance & workbooks
- Report World Relief client attendance to the site lead teacher
- Communicate with World Relief regarding on-going facility, program, and student needs or concerns

### Secondary Responsibilities

- Complete all onboarding steps in the Volunteer Portal:
  - Background Check – *5 mins*
  - Local Live Orientation – *1.5 hrs*
  - E-Learning – *45 mins*
  - References – *2 mins*
- Complete World Relief ESL training
- Review confidentiality and policies in the National Volunteer Handbook
- Log hours via Track it Forward
- Report any concerns or conflicts to Volunteer Coordinator

### Skill & Qualification Requirements

- A passion for working with and teaching vulnerable populations
- Being a team player is crucial to this role as ESL is constantly working toward bettering the program and curriculum that is taught to students
- Comfortability working in a classroom independently
- Must be at least 18 years of age

### Orientation & Training

- Volunteers are required to complete general onboarding as well as World Relief ESL training and onboarding, which is assigned by the Volunteer Coordinator.

- If you are ESL accredited, you are not required to complete World Relief ESL training
- Volunteers will receive hands on training by the ELI Coordinator or Site Lead Teacher.
- Additional training does take place outside of class hours & volunteers are strongly encouraged to attend.
- Volunteers will be supervised by the ELI Site Lead Teacher & ELI Coordinator.

### **Time Requirements**

Commit to teach at least one day each week for a semester.

### **Location**

ESL Classes are held at the Monarch Pass Apartment Complex clubhouse.