



## Volunteer Position Description

### FACETS

<b>Location</b>	Education and Community Development property (1 of 4 locations)
<b>Position Title</b>	<b>ESL (English as a second language) Volunteer</b>
<b>Purpose</b>	To work with adults to improve their mastery of the English language.
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Prepare class materials (curriculum will be provided).</li> <li>• Implement established curriculum in a group setting.</li> <li>• Arrive to class <i>on time</i> and <i>consistently</i>. (If you are unable to make a class please call the lead volunteer and/or Program Coordinator)</li> <li>• Log participation of clients</li> <li>• Sign in, and record number of hours volunteered.</li> <li>• Communicate with the FACETS Community Development Advocate about any special need, problem or concern that you observe amongst participants.</li> <li>• Enforce FACETS rules fairly and consistently.</li> </ul>
<b>Time Commitment</b>	Volunteers are asked to make a minimum commitment of one semester (fall, spring, or summer), but a year-long commitment is encouraged. 1 hour per week, plus preparation.
<b>Supervisor</b>	Community Advocate for selected location
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Basic ESL instruction experience.</li> <li>• Effective basic communication skills.</li> <li>• Ability to empathize with another person.</li> <li>• Flexibility and openness to differing points of view.</li> <li>• Dependability and consistency in meeting two hours per week for a minimum of one year.</li> </ul>
<b>Training</b>	Curriculum provided
<b>Appointed by</b>	Volunteer Manager, Community Advocate