Position Description: ESL Tutoring Coordinator

Elon Volunteers! Mission
To provide all members of Elon University campus the opportunity to develop an ethic of service by connecting campus and community through service experiences.

Purpose of Position
The ESL Coordinators recruit and lead volunteers for the ESL program at the Davis Street United Methodist Church. The Coordinators serve as a liaison between Elon, the Alamance Community College ESL instructors, and AmeriCorps VISTA member who works with the Davis Street. The Coordinators oversee transportation and ensure all community partner policies are followed. Volunteers at the site have two primary functions: assist the ESL instructor with ESL classes and assist with child care so that parents can attend classes. In working with volunteers, coordinators strive to incorporate education and awareness of larger social issues connected to their work.

Essential Duties/Responsibilities
• Schedule and conduct monthly meetings and trainings
• Maintain effective communication and a positive, sustainable relationship with community partner
• Attend Education Council meetings once a month to collaborate with other coordinators
• Hold one consistent office hour in Kernodle Center each week
• Meet weekly/biweekly with Education director to discuss progress/issues
• Communicate regularly with volunteers and be available to meet with them as necessary. Organize carpool and transportation if necessary
• Partner with EV! PR Team to strategize outreach and recruitment efforts
• Serve at the site for one session per week

Qualifications
• Able to dedicate a minimum of 3-4 hours a week
• Previous experience working with ESL programs (preferred)
• Demonstrated time management, organization, and interpersonal skills
• Effective communication skills, both written and verbal
• Must be available for the following dates:
  o All EV! Trainings:
    ▪ February 10th, 2017, from 3-6pm

For more information about this position contact elonvols@elon.edu
Leadership Agreement

I agree to fulfill the duties required of me as a leader within Elon Volunteers! to the best of my abilities. These duties are listed above. In the event that I neglect or am no longer able to fulfill my responsibilities, I understand that the Kernodle Center professional staff and EV! Executive Directors have the right to remove me from my position. Prior to removal, I understand that I will receive at least two written warnings and will have the opportunity to improve my performance.

By signing below, I agree to abide by all EV! policies and to maintain good disciplinary standing with Elon University for the duration of my leadership role.

Sign _______________________________ Date ____________

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