

Volunteer ESL Tutor

**Volunteer Position Description:** Learning a new language is one of the main challenges refugees face when they resettle to the United States. Volunteer ESL (English as a Second Language) Tutors fill the critical role of guiding a refugee client in their language learning journey. With passion for helping clients and a heart to patiently teach, ESL Tutors offer this practical service that impacts clients long-term.

**Key Responsibilities:**

* Under the supervision of CCFWSB staff—the Volunteer Coordinator and Case Manager—the volunteer is to assist a refugee with their language needs.
* Volunteer will meet regularly with a client to tutor them in English through a variety of learning materials and styles.
* Volunteer will maintain a hand-in-hand partnership and clear communication with the client’s Case Manager.
* Volunteer is expected to maintain cultural competency while serving our clients.

**Impact:** By serving in this role, an ESL Tutor will partner in Catholic Charities’ mission to serve all those in need as Christ calls us to do, provide a practical service to an individual in need, and greatly impact the life of a refugee or refugee family. The volunteer in this role makes a life-long impact on a refugee client.

**Training:** After general volunteer orientation, the volunteer will be assigned a client(s) and will be guided by the client’s Case Manager to help meet client language needs. The Volunteer Coordinator will provide ESL teaching materials to the client.

**Support:** The Volunteer Coordinator and the client’s Case Manager will be the primary Catholic Charities staff members to support the volunteer. Communication methods will be set up between the staff and volunteer.

**Commitment:** We prefer that the volunteer meets with the client daily, weekly, or biweekly to maintain consistent learning. However, scheduling is flexible based on client and volunteer availability. The volunteer is responsible for their own transportation to and from the location(s) of service.