



World Relief Chicago Job Description

Position Title: ESL Tutor Coordinator (an AmeriCorps position)
Reports To: Director of Education Services
Status: 40 hours/week from September 1, 2019 - August 31, 2020.
*Some evening and weekend hours are necessary.

Summary:

World Relief serves refugees and immigrants in partnership with local churches. Services provided include cultural adjustment, employment counseling, medical case management, English classes, English tutoring services, children's programs, and immigrant legal services. The ESL Tutor Coordinator will coordinate the adult English tutoring program for students being taught in onsite classrooms as well as offsite in students' homes and in local churches. The ESL Tutor Coordinator will also assist with other literacy-related tasks and volunteer coordination support.

All applicants will need to apply to become an AmeriCorps member AFTER they have interviewed and been offered this position by World Relief Chicago. Additional information about the AmeriCorps aspect of this role will be provided during the interview process. However, those seeking to apply can find out additional information at www.lvillinois.org - search for the VOCAL AmeriCorps program.

AmeriCorps provides a monthly stipend, monthly training, deferment of most college loans, and a \$5,815 education award which can be used for past, current or future tuition and related costs. Full-time members may also qualify for free medical benefits, monthly food allowance, and supplemental living expenses stipend. World Relief Chicago provides a monthly Ventra (public transportation) pass to the member for the entire year or the equivalent amount towards gasoline if the member has a vehicle.

Primary Responsibilities

ESL Tutoring Program

- Assist in the recruitment of English tutors and students;
- Determine most appropriate tutor/student matches based on gender, location, schedule, etc.;
- Facilitate matches between tutors and adult students;
- Work with church partners to launch ESL tutoring sites in nearby neighborhoods;
- Communicate frequently with all new and potential volunteers as they walk through the steps of orientation, training, and placement;
- Ensure that all tutors are in compliance with paperwork and training requirements;
- Collaborate with other office staff in facilitating volunteer orientations and trainings;
- Communicate with students in order to assist with special needs or issues that arise;
- Gather feedback from tutors and students, both informally and formally;
- Support volunteers via email, phone, in-person appointments;

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- Assist department staff with student testing and review sessions;
- Represent WRC at volunteer fairs at colleges and universities, and at other community events, including monthly literacy coalition meetings;
- Coordinate classroom observations for potential tutors or community members;
- Maintain tutor and student program data in volunteer databases and spreadsheets;
- Collaborate with staff in planning and implementing volunteer appreciation events;
- Seek to improve program services as well as volunteer engagement and retention;
- Provide occasional classroom assistance under the guidance of ESL instructors;
- Assist with grant writing and reports;
- Be willing to travel extensively around the north side of Chicago to conduct visits at tutoring sites to ensure the success of matches between tutors and students;
- Work nights and weekend hours as necessary;
- Participate in all required staff meetings;
- Other tasks as assigned by the Director of Education Services.

Other

- Fulfill all the requirements of the AmeriCorps VOCAL program (details provided at the VOCAL AmeriCorps website at www.lvillinois.org and during the interview process);

Requirements

- Respect World Relief’s Mission, Vision and Values;
- Previous tutoring or teaching experience and/or training in TESOL preferred;
- Strong people skills and enjoys working closely with volunteers from local churches, colleges, and the community, as well as adult refugees and immigrants;
- Strong oral and written communication skills with the ability to effectively guide others;
- Highly organized with a good working knowledge of Microsoft Office;
- Flexible and strong problem-solving skills;
- Self-motivated and able to handle a variety of projects simultaneously;
- Ability to work well under pressure and in cross-departmental teams;
- Cross-cultural experience and sensitivity;
- Commitment to meeting all of the requirements of the AmeriCorps VOCAL program;
- Ability to commit to the full term of service as stated above.

Application Process

To apply, please email a cover letter and resume to esltutorcoordchi@wr.org
 Title your email, “Application: ESL Tutor Coordinator”