



## VOLUNTEER POSITION DESCRIPTION

**Position Title:** English Innovations Tutor

**Purpose:** Assist adult immigrants to increase their English language and digital literacy skills so that they can better achieve personal and professional goals, and integrate more fully into civic, linguistic, economic and cultural life in the United States.

**Project Overview:** Limited English proficiency is a significant barrier for many immigrants to fully integrate into life in the U.S. — getting a good job, having educational options, and participating in civic life. Limited English language skills are compounded by the gap in digital literacy in our technologically advancing world. *English Innovations*® is a blended social learning model that integrates English language learning in a collaborative, supportive classroom environment with online tools that enable self-paced, independent learning. The learning framework emphasizes a community-based approach, highlighting the importance of volunteer and peer support. Volunteers will support adult English Language Learners in digital literacy + English language classes, working one-on-one and in small groups to assist and encourage students in gaining computer (tablet) literacy as well as practicing spoken English.

### Volunteer Responsibilities:

- Tutor and mentor a small group of five students to help them see the class through fruition
- Assist adult immigrant learners one-on-one in class with English language and computer literacy skills
- Facilitate small group conversations
- Help facilitate in-class activities (with opportunities to lead lessons and create lesson plans)
- Conduct follow-up with students to encourage attendance and participation
- Provide information and referrals to students transitioning out of EI class
- Encourage and motivate learners via email and Skype outside of class

### Qualifications & Requirements:

- Complete volunteer application and background check process (varies by organization)
- Attend a 2-hour pre-service orientation, plus occasional ongoing volunteer training
- Interest in immigrant communities and sincere desire to support others in achieving their goals
- Ability to establish a relationship based on respect, with sensitivity to persons of different backgrounds
- Basic knowledge of technology (internet, email etc.) and digital literacy
- Previous tutoring experience a plus
- Ability to speak Spanish or native language of students a plus

**Time Commitment:** Minimum weekly time commitment of one class session (2.5 hrs.) for 12-week duration of class cycle; Optional 30-60 min/weekly digital communication (Skype, Email) with students outside of class.

**Benefits:** Be part of a movement to transform the field of English Language Learning. Build and strengthen your facilitation, teaching and leadership skills while providing support to adult immigrant learners. Excellent opportunity to gain experience in community-based organizations working to advance immigrant integration across the country.

**Our Mission:** *OneAmerica advances the fundamental principles of democracy and justice at the local, state, and national levels by building power within immigrant communities in collaboration with key allies.*

[www.weareoneamerica.org](http://www.weareoneamerica.org)