



VOLUNTEER POSITION DESCRIPTION

Position Title: English Innovations Tutor (City of Seattle grant proposal)

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: Take part in a digital storytelling project in the Chinatown/International District! Volunteers will support adult English Language Learners in digital literacy + English language classes. Students will work on a video project to tell their own personal immigration story while also increasing their English language skills. Volunteers will work one-on-one and in small groups to assist and encourage students in gaining computer (tablet) literacy as well as practicing spoken English. Commitment: one class session (2 hrs, morning or evening) per week for one class cycle (10 weeks). Volunteer orientation/training required. Plus, we hope volunteers can join us for the community film screening of all the students' final projects!

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 11-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.