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Federal Work Study Job Description Form

Job Title: ESL Tutor

Desired No. of Hires: 1

Department or Organization: Ascentria Care Alliance

Address (Off campus only): 425 Union Street West Springfield, MA 01089

Supervisor: Michele Snizek

Designee: Margaret Downing

Site Supervisor: Kristen Lussier

Office: Campus Center 102A

Office: Campus Center 102G

Phone: 413-552-2268

Phone: 413-552-2557

Phone: 413-787-0725 ext. 407

Email: msnizek@hcc.edu

Email: mdowning@hcc.edu

Email: klussier@ascentria.org

General Job Description:

Volunteer with a background/interest in education or social services who would like to work with adult learners, helping them reach their goals of learning English. Tutors would work one-on-one or with small groups of individuals. The tutor would help clients learn basic English, practice for job interviews, and/or reviewing important cultural orientation topics. Training and materials will be provided by the organization.

Detailed List of Duties:

Tutoring adult English learners one-to-one or in small groups to improve the student's reading, writing, speaking, and listening skills:

- Working with clients to practice job interviews
- Help newcomers review cultural orientation topics
- Prepare ESL lesson plans and materials based on need of the student(s)
- Work with classroom teachers to identify what students need to learn

Opportunities for Advancement: *Please list those duties an employee can expect to learn in terms of job growth, if rehired.*

Responsibility Involved: *Consider responsibility for direction of others, service to the public, equipment or materials used, and the amount of confidentiality required.*

Skills and/or previous experience desired:

Experience in an education volunteer position or job preferred.

- At least 18 years old
- Sensitivity, respect and appreciation for cultural differences
- Patience, understanding, flexibility and positive attitude
- Excellent communication skills
- Bi-lingual/Multi-lingual is very beneficial but not required (our clients speak Russian, Spanish, Arabic, Nepali, and Swahili)

Amount of supervision required:

Regular Occasional Minimal

Student employees are not permitted to work without any supervision.

Hours desired to cover (evening, weekend, etc.): Able to commit to 3-6 hours a week for 2 months

How to Apply: Contact Margaret Downing, listed above.

Completed and Submitted By:

Kristen Lussier
Print Name of Supervisor

SNAP-Ed Program Coordinator
Title

8/12/2019
Date