

REEP Volunteer Program

Volunteer Position Description

ESL Literacy Tutor

- Purpose:** To provide focused literacy instruction to limited English proficient adults who had little or no education in their home countries or whose language uses a non-Roman alphabet.
- Duties:** Teach literacy skills to low beginning-level ESL students.
Prepare lessons appropriate for the students' proficiency level and literacy needs.
Attend training sessions.
Communicate with other volunteers and literacy coordinator regarding classes on a weekly basis.
- Qualifications:** Fluency in English. Ability to speak well and articulate in English.
Interest in working with adult learners of English.
Willingness to work with students from different cultural, educational, and economic backgrounds.
Willingness to attend training sessions.
Cross-cultural sensitivity.
Flexibility and patience necessary.
- Time Commitment:** Prepare for and teach 2-3 30-minute classes per week (a total of 1-2 hours).
3-month commitment.
Additional time outside of class to communicate with other volunteer teachers and literacy coordinator, and to attend training sessions.
- Locations:** *Syphax Education Center* – 2110 Washington Blvd.
M, T, W, TH, F – 10:00am to 12:00pm
M, T, W, TH – 7:00pm to 9:00pm

Arlington Mill Community Center – 909 S. Dinwiddie St.
M, T, W, TH – 7:00pm to 9:00pm
- Benefits:** Satisfaction of helping adults who are motivated to learn to read in English.
Ease transition of newcomers to life in the U.S.
Explore teaching ESL as a profession.
Meet people from different countries and cultures.
Training opportunities.
- Supervisor:** REEP Literacy Coordinator and REEP Volunteer Coordinator

Literacy Volunteer Teacher Training

- Site Orientation (45 minutes, on-site)
 - Review site logistics (key location, classroom numbers, parking)
 - Materials/Resources
 - Organizational charts
 - Three day lesson plan
 - Email summaries
 - Substitute Procedure

- Pre-Teaching Observations
 - Observation of literacy coordinator teaching the literacy classes
 - See the 3 day lesson plan in action, questions answered
 - Optional co-teach with literacy coordinator
 - Dos and Don'ts – helpful tips for teaching adult learners in a multi-level setting

- Follow-up Observation / Suggestions
 - Literacy coordinator monitors email summaries and offers suggestions to new volunteer teachers
 - Literacy Coordinator schedules an observation of new teachers after 3-4 classes.
 - After the classes, 15-20 minute conversation of how the class went.

- On-Going Training Opportunities
 - Volunteer coordinator notifies volunteer teachers of all on-going training available

Literacy Curriculum

- Set curriculum designed by the literacy coordinator at the beginning of each cycle.

- The curriculum for the literacy pull-outs is tailored to the skill level of each particular group.

- Daily curriculum includes:
 - Introducing new vocabulary (or reviewing)
 - Working with site words
 - Phonics work
 - Reading a story (predicting, discussing, comprehension activities)
 - Dictation Exercises