

# REEP Volunteer Program

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## Volunteer Position Description

### ESL Teacher

- Purpose:** Teach English to adults in REEP classes at community outreach centers.
- Duties:** Teach life skills English to primarily beginning-level students.  
Prepare lessons appropriate for the students' proficiency level.  
Model natural, functional language for students.  
Attend training sessions and teacher meetings.  
Communicate with other volunteers and volunteer coordinator regarding classes.
- 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 one class per week (1.5-2 hours/week).  
6-month commitment.  
Additional time outside of class to communicate with other volunteers and the volunteer coordinator, attend training sessions, and create lesson plans.
- Locations:** *Gates of Ballston Community Center* – 4108 N. 4<sup>th</sup> St.  
Morning Classes: M, T, TH - 10:00am to 12:00pm  
Evening Classes: M, T, W, TH – 7:00pm to 9:00pm  
Saturday Class – 10:30am to 12:00pm  
  
*Harvey Hall Community Center* – 850 S. Greenbrier St.  
Morning Classes: M, TH, S – 10:30am to 12:00pm  
Evening Classes: M, T, W, TH – 7:30pm to 9:00pm  
Saturday Class – 10:00am to 12:00pm  
  
*Arlington Mill Community Center* – 909 S. Dinwiddie St.  
Morning Classes: M, T, W, TH – 9:30am to 11:00am
- Benefits:** Satisfaction of helping adults who are motivated to learn English.  
Ease transition of newcomers to life in the U.S.  
Share knowledge of the U.S. and the Washington metro area.  
Explore teaching ESL as a profession.  
Meet people from different countries and cultures.  
Training opportunities.
- Supervisor:** REEP Volunteer Coordinator

## **Volunteer Outreach Teacher Training**

- Pre-Teaching Observations
  - Minimum 2 full class observations before teaching a class
  - Optional co-teach with volunteer coordinator
- Resource Training (30 minutes)
  - Meet with a fellow volunteer for a half hour before a class observation. He/she will show you resources on site that are available to you.
- Website Resource Exploration (your own time)
  - Check out various online resources here:  
<https://sites.google.com/site/reepeslvolunteers/>
- Follow-up Observation
  - Volunteer Coordinator schedules an observation of new teachers after 3 classes.
  - After class, 15-20 minute conversation of how the class went.
  - Volunteer Coordinator sends official write-up to volunteer within a week of the observation.
- On-Going Training Opportunities (not mandatory, but recommended)
  - Volunteer coordinator notifies volunteer teachers of all on-going training available

## **Outreach Center Curriculum (Sample)**

This list of competency-based lesson objectives is organized by topic. For each class you teach, plan your lesson around one or two of the objectives suggested for that week's topic. Objectives noted with an asterisk are for students with a slightly higher proficiency level.

### **Personal Identification**

#### **January 5- January 17 (2 weeks)**

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- Spell first and last name (orally and in writing)
- Ask/answer questions about self or other (e.g., name, age, native country, native language)
- Greet people and take leave
- Complete a personal identification form
- Introduce self and others
- Identify immediate family
- \*Write a personal timeline
- \*Write about self and future goals
- \* Self-assess language and life skill learning needs

### **Time and Calendar; daily routines and free-time activities**

#### **January 19- January 31 (2 weeks)**

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- Write times from analog clocks
- Write times from dictation
- Ask and answer questions about the time
- Request the time
- Read and write dates
- Ask and answer questions about daily routines
- \*Ask & answer questions about daily routine (use frequency adverbs – often, never, etc.)
- \* Interpret information from authentic weather reports and maps
- \* Ask and answer questions about free-time activities