

**Colorado Department of Education
Colorado Refugee English as a Second Language (CRESL) Program**

VOLUNTEER JOB DESCRIPTION

POSITION TITLE: In-Home Volunteer ESL Tutor

JOB SUMMARY:

- The tutor will work with an adult refugee who desires to acquire English language skills. The student will be a limited-English speaker who is unable to attend a CRESL class.
- The tutor will use published curriculum materials or create appropriate materials to meet the student's listening, speaking, reading, and writing needs.
- The tutor will commit to tutor 2 hours per week for a minimum of four months.
- The tutor will attend a training in ESL teaching methods and techniques prior to being assigned a student.

QUALIFICATIONS:

- Sensitivity to persons of culturally diverse backgrounds.
- Strong interest to improve the language skills of culturally diverse persons.
- Ability to tutor on a consistent basis.
- Ability to share knowledge about American culture and customs.
- Patience, understanding, flexibility, and organizational skills.
- High degree of English fluency.

RESPONSIBILITIES:

- Attend ESL training.
- Tutor student/s 2 hours a week for a minimum of four months.
- Prepare ESL lesson plans and materials as necessary for each tutoring session.
- Familiarize student with American culture and customs.
- Attend quarterly in-service meetings.
- ***Record hours tutored each month and mail, fax, e-mail or call in to CRESL Program Volunteer Coordinator within one week after the month ends.***