

ST. MARK ESL

VOLUNTEER POSITION DESCRIPTIONS

Attendance Coordinator – This volunteer works closely with parish staff, the ESL Program Coordinator, and the ESL Registrar to provide each class’s volunteers with attendance tracking tools for inclusion with after class reporting. Currently, Google Sheets allow class teaching volunteers to record each class session’s attendance. These attendance sheets "roll up" to a master Google Sheet that aggregates attendance program-wide. At the beginning each the term, the individual class attendance spreadsheets are updated after each session as enrollment is adjusted for new registrants, late registrants, and class transfers/changes. The Attendance Coordinator provides a weekly attendance summary to the ESL Program Coordinator which is used by the Student Incentive Program Coordinator to determine midterm and end-of-term attendance awards. The Attendance Coordinator also ensures that all attendance reporting is accurate and timely and assists in validating the reporting by the various teaching teams. (Time commitment: varies, more time needed before term starts and during first few weeks of sessions until student registration is frozen.)



Book Management Lead – This volunteer ensures that a sufficient number of teacher and student materials are on-site prior to the start of the semester. The volunteer works with the book suppliers/publishing companies and orders and arranges delivery of the books and ensures that the invoices are delivered to the parish office. The volunteer works with the Lead Coordinator to provide teacher materials to new teachers at the beginning of the academic year or when the

volunteer assignment begins. He/she is also responsible for maintaining an inventory of each book title and collecting books from volunteers who change levels or do not return the following year. (Time commitment: varies)



Book Sales Volunteers – These volunteers participate in book sales to students at registration and the first of class. They are responsible for collecting the correct amount from the students, securing the proceeds, and ensuring that the proceeds are promptly remitted to the parish office (normally through the Registrar or ESL Program Coordinator). (Time commitment: 2-4 hours/term)



Celebration Assistants/Hospitality Aides –These volunteers assist with planning, decorating, and hosting program-wide gatherings including semi-annual celebrations and fall kick-off. (Time commitment: varies)

Celebration Coordinator/Back-up Celebration Coordinator – This volunteer plans and executes semi-annual celebrations, including recruiting volunteers to assist with planning, decorating, and hosting. The volunteer also helps with hospitality at the fall kick-off meeting. (Time commitment: varies)



Citizenship Class Instructors - These volunteers plan and execute appropriate lesson plans to introduce students to the requirements for US citizenship, including the English skills and knowledge questions on the citizenship exam. They also explain the timeline and process for citizenship candidates and the rights and responsibilities of US citizens. The citizenship instructors complete and distribute prompt email reports regarding attendance and class activity to ensure accurate attendance recording and coordination between Tuesday/Thursday teachers. They should be on-site at St. Mark by 6:45 PM, oversee the prompt dismissal of students at 7:45 PM, and restore the classroom to its pre-class condition (Time commitment: 2 hrs/week)



Citizenship Preparation Team Leader – This volunteer coordinates the Citizenship Preparation team, including instructors and tutors; assigns tutors to students who have provided documentation of acceptance of receipt of their applications for naturalization (N-400) by the United States Citizenship and Immigration Services; ensures that students have adequate interview practice in advance of their citizenship exams; and coordinates with ESL Program Coordinator as necessary. (Time commitment: 1- 2 hrs/week)



Citizenship Tutors – These volunteers work with assigned students to prepare them for success at their citizenship interviews. They plan and execute appropriate lesson plans for citizenship preparation using the assigned text as a guide; notify the assigned student and the Citizenship Tutoring Team Leader of any schedule conflicts that preclude meeting; provide interview role play opportunities in the weeks leading up to the student’s citizenship interview date; follow up with student as to the results of the interview; continue to work with the assigned student until student is successful in passing the citizenship interview. Citizenship tutors should be on-site at St. Mark by 6:45 PM, oversee the prompt dismissal of students at 7:45 PM, and restore the classroom/venue to its pre-class condition. (Time commitment: 2 hrs/week)



Conversation Facilitators – These volunteers engage students in conversation; plan appropriate topics; and respond to student needs and questions. They provide pronunciation and grammar advice as necessary to improve effectiveness of students’ oral communication. The volunteers also complete and distribute prompt email reports regarding attendance and class activity to ensure coordination between Tuesday/Thursday teachers. The facilitators should be on-site at St. Mark by 6:45 PM and dismiss students at 7:45 PM. (Time Commitment: 90 minutes/week)

Conversation Team Leaders – There is a Tuesday team leader and a Thursday team leader who each establish a schedule of appropriate topics and lead facilitators at least one week before the start of the term. He/she encourages appropriate breakout groups and arranges support for less confident/competent speakers. The volunteer arranges substitutes as needed when a regularly assigned Conversation facilitator cannot be present. He/she ensures that post-class reporting is accurate and timely. The volunteer may hold team meetings as necessary. He/she should also be a Conversation facilitator. (Time commitment: estimate 5-6 hours/term)



ESL Program Coordination Team- The team consists of members who share responsibilities but each member's duties fall into the following categories: **Lead Coordinator, Registrar, Outreach Coordinators, Attendance Coordinator, and Training Coordinator.** Team members meet at least once a quarter online or in person and confer often via email and phone. Program (Time commitment varies – more at the start and end of each term, less as the term progresses.)

--ESL Lead Coordinator – This volunteer ensures that volunteers receive appropriate training and are aware of parish requirements for volunteers. He/she assigns volunteers to teaching and administrative positions. He/she disseminates relevant information to all volunteers. The volunteer also serves as liaison with parish staff, Hogar Immigrant Services, and other community organizations. The ESL Lead Coordinator along with the rest of the team, plans for program needs including volunteer materials, curriculum, calendar, and facilities. He/she may initiate new program offerings and participates as necessary in all aspects of the St. Mark ESL Program (Time commitment varies – more at the start and end of each term, less as the term progresses.)

-- Training Coordinator - This volunteer works with parish staff and Hogar Immigrant Services staff to offer two training dates at St. Mark each academic year. The volunteer hosts the training and provides support as needed with regard to facilities or technology (Activboard) use. He/she is responsible for being on-site during the training and opening the building and classrooms at least 45 minutes before the training and securing the building afterward. This volunteer also may schedule enrichment or guest lecturers for the more advanced students once or twice a year. (Time commitment: 8-10 hrs/year)



--Coordination Team Registrar - This volunteer organizes and recruits volunteer helpers for the student registration including participation in the advance registration (2 evenings/term), regular registration (2 evenings/term), and late registration evenings (2-4 evenings/term). There are two instructional terms during the academic year. Each term requires updating the online registration form, arranging for copies of the appropriate materials, registration forms, oral and written exams, exam answer keys) prepared by the St. Mark copy center, obtaining and printing profile information from the student registration database, and recruiting volunteers to staff the registration sessions. The Registrar/Back-up Registrars(s) are also responsible for the proper accounting of the ESL/citizenship/conversation registration fees, maintaining them in a secure manner, and transmitting them promptly to the parish office. (Time commitment: depends on number of registrars. Usually 20-22 hours/term with one registrar serving)

--Outreach Coordinator – This position can be shared with a partner. The volunteer directs student and volunteer outreach efforts, 3 times/year. He/she ensures that registration and other key program dates are communicated to the community at large, including schools, employers, parishioners, foreign language and community newspapers, via flyers, postcards, announcements, and other channels. The volunteer coordinates flyer production and distribution, develops press releases and other media materials, solicits aid from other volunteers for translation and distribution as necessary. He/she may organize additional outreach efforts in the immigrant community. Foreign language skills are a plus. (Time commitment: moderate).



ESL Teachers/Co-teachers – The volunteers plan and execute appropriate lesson plans for class level; complete and distribute prompt email reports regarding attendance and class activity to ensure accurate attendance recording and coordination between Tuesday/Thursday teachers. ESL teachers/Co-teachers should be on-site at St. Mark by 7:45 PM, oversee the prompt dismissal of students at 9:30 PM, and restore the classroom to its pre-class condition. In the case of co-teachers, planning, teaching, and reporting are shared. (Time commitment: 2-3 hrs/week)

ESL Teaching Aides – The volunteers support the ESL teachers in executing lesson plans, taking Attendance, distributing materials, modeling classroom activities, and providing individualized attention as necessary. ESL aides should be on-site at St. Mark by 7:45 PM, help oversee the prompt dismissal of students at 9:30 PM and help restore the classroom to its pre-class condition. (Time commitment: 2 hrs/week)



ESL Teaching Team Leader – Each Tuesday/Thursday teaching team has one teacher designated as the Team Leader. This volunteer ensures that two volunteers are present at each class session, arranging for substitutes when necessary. Any substitute arrangements would be communicated to the ESL Program Coordinator/Assistant Coordinator prior to the affected class session to be reflected on the weekly recap. He/she also follows up as appropriate to ensure that post-class reporting is timely and accurate. This volunteer will also participate on the instructional team for the class as a lead teacher or an aide. (Time commitment: 0-45 minutes/week)



Greeters – These volunteers welcome students, write student name tags, and direct students to their classrooms during the first two weeks of class. (Time commitment: 90 minutes/week during the first two weeks of the term)

Open/close Coordinator-- He/she volunteer manages the opening and closing of the facility before and after ESL classes, recruiting and scheduling a team for each Tuesday and Thursday. These volunteers open the classrooms; supply them with materials from the on-site storage room; direct students as needed and secure the facility after classes are finished for the evening. This role is normally combined with a classroom position. (Time commitment: ½ hour/week (plus 90 minutes of down time when classes are in session).)

Photographers – These volunteers document program activities in class and at registration and celebrations. High-resolution color photos of volunteers and students are provided on a CD or other medium to be used for program celebrations, student outreach, and volunteer recruitment. (Time commitment: estimated 10 hours/term including online photos production & delivery)



Registration Aides - These volunteers help with registration sessions as directed by registrar. This may include interviewing and guiding prospective students, administering placement exams, and providing program information to students and others. Foreign language skills are a plus. This role may be combined with other ESL volunteer positions. (Time commitment: 3-10 hrs/year)



Substitute Citizenship Instructors/Tutors- These volunteers serve as instructors/tutors when the regularly assigned volunteer cannot be present. (Time commitment: varies)

Substitute Conversation Co-facilitators - These volunteers serve as Conversation Co-facilitators when the regularly assigned volunteer cannot be present. (Time commitment: varies)

Substitute ESL Teachers/Aides – These volunteers serve as ESL teachers or ESL aides when the regularly assigned volunteer cannot be present. (Time commitment: varies)



Summer Conversation Program Coordinator – The volunteer organizes summer program: establishes the schedule, recruits volunteers, and conducts student outreach (flyers and emails). In recent years, the Summer Conversation Program has been online only via Zoom. The volunteer coordinates after-class activity and attendance reporting and sends reminders to teaching volunteers in advance of each session. The Summer Program Coordinator summarizes summer session results at conclusion of the session. (Time commitment: approximately 25-30 hours total, April-July)



Writing Instructors - These volunteers plan and execute appropriate lesson plans to improve students writing skills, including assigning, reviewing, and critiquing homework assignments. The core lessons should follow the textbook but may also include supplemental assignments such as blog posts and other types of written assignments assist the students in improving writing proficiency. The writing instructors complete and distribute prompt email reports regarding attendance and class activity to ensure accurate attendance recording and coordination between Tuesday/Thursday teachers. They should be on-site at St.

Mark by 6:45 PM, oversee the prompt dismissal of students at 7:45 PM, and restore the classroom to its pre-class condition (Time commitment: 2 hrs/week)

Substitute Writing Instructors- These volunteers serve as instructors when the regularly assigned volunteer cannot be present. (Time commitment: varies)

Zoom Coordinator – This volunteer coordinates a small, parallel program of Zoom classes for long-time students who have been unable to attend in-person classes. This volunteer teaches one Zoom class and coordinates with the Registrar, Lead Coordinator, and Attendance Coordinator to manage classes and other Zoom volunteers in the twice weekly evening classes.