

POSITION TITLE: English Tutor	
TYPE OF SERVICE: <b>Direct</b> or Indirect	PROGRAM: Community Engagement
CONNECTION TO MISSION: Teaching language skills may allow clients to establish roots, build community, and encourage self-sufficiency as they communicate and connect with others, set ambitious employment and career goals, pass their naturalization test.	
LOCATION: Virtual or in-person while adhering to social distancing and state guidelines.	TIME COMMITMENT: 1 hour / wk for at least 6 months.
<p><b>POSITION DESCRIPTION:</b></p> <ul style="list-style-type: none"> <li>• Volunteers may work with clients with varying English proficiency. Please indicate in the volunteer application if prefer supporting pre-literate to beginner students or intermediate to advanced students.</li> <li>• Contribute to the client’s listening, speaking, reading, and writing skills in English.</li> <li>• Help the client understand the structure and rules of the English language.</li> <li>• Tailor lessons around goals that are practical and relevant to the client.</li> <li>• Provide constructive feedback for client on their progress.</li> </ul> <p><b>RESPONSIBILITIES AND EXPECTATIONS:</b></p> <ul style="list-style-type: none"> <li>• Be reliable and develop a schedule so the client knows when to expect you.</li> <li>• Utilize resources provided in Volunteer Training and those on our Volunteer Portal to plan lessons that meet the client's goals and needs.</li> <li>• Since you’ll be matched for tutoring, make your boundaries clear if other needs come up. Some clients may present other documents or challenges they are facing. Let ReEstablish Richmond staff member know so they can provide the right support if available.</li> <li>• Consider your time with the client supplemental to their ESL classes and self-directed practice.</li> <li>• Client may ask for specific support based on their educational or employment goals.</li> <li>• Report your Volunteer hours via the Volunteer Portal once a month.</li> </ul>	
<p><b>REQUIREMENTS / QUALIFICATIONS:</b></p> <ul style="list-style-type: none"> <li>• No foreign language skills necessary.</li> <li>• Patience to work slowly in a setting where obvious progress milestones may be infrequent or less obvious.</li> </ul>	
<p><b>IMPACT:</b></p> <ul style="list-style-type: none"> <li>• A gratifying experience that will likely result in an enriching friendship.</li> <li>• Support of the ReEstablish Richmond staff throughout your volunteer experience.</li> </ul>	

*Connecting refugees and new immigrants to the resources needed to establish roots, build community, and become self-sufficient.*



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