



### **1. Position Title: Beginning English Conversation Club Leader with St. Mary's Catholic Church**

Conversation club Leader will facilitate English conversation practice as a supplement for applying the skills acquired in the English class at St. Mary's.

### **2. Work Location**

The location of the class will be at the St. Mary's church facilities. The church is located at 812 Duke Street, Greensboro, NC, 27401. Transportation is not provided by FaithAction, but the location is accessible by the Greensboro public bus system and there will also be parking available. Occasional meetings during the semester will be held at FaithAction International House during normal business hours (9am-5pm Mon-Fri). FaithAction International House is located at 705 N. Greene St, Greensboro, NC, 27403. The phone number for FaithAction is (336)379-0037. You may reach the Language Program Coordinator on extension 1#.

### **3. Purpose of the Position**

The purpose of this position is to achieve a high-success rate of individuals learning and applying English language skills. Providing a conversation club affords a wider capability of addressing the varied levels of students attending the class, as it gives everyone an opportunity to practice his/her language skills in safe and informal environment. The curriculum for the class teaches English with a goal of self-empowerment, and the conversation club will be facilitated in the nature of self-empowerment also. As a conversation club leader for an immigrant and refugee student population, one serves as a representative of FaithAction and its mission of cross-cultural learning, service, and advocacy.

### **4. Responsibilities and Duties**

The conversation club leader must attend an orientation with the Language Program Coordinator and also must attend an additional ESOL education training through Reading Connections. FaithAction will notify all volunteers of upcoming training dates and times at least one month in advance. The club leader is responsible for attending club meetings on a consistent basis. Outside of emergencies, the club leader is expected to give at least 24 hours advance notice of an expected absence for a class. Report upcoming absences to the Language Program Coordinator. Occasional meetings will take place at FaithAction International House to review and discuss the progress of the students during the semester.

### **5. Qualifications**

Prior experience in ESOL education as well as other educational fields is not required, but will be looked upon favorably. Fluency in another language is not required, but is also looked upon favorably. Two employment related references are required.



## **6. Commitment Expected**

This position requires a one and a half hour commitment once a week during the evening for the conversation club meetings. Once the number of club leaders has been determined, a rotating schedule will be established that will give each club leader an opportunity to both serve and also have flexibility to take time off. Occasional one-hour (maximum) meetings will be held at FaithAction to discuss the progress of the class during the semester.

## **7. Training**

The club leader will have a general orientation with the Language Program Coordinator, which will cover a description of FaithAction's ESOL curriculum, a description of the community served at the particular teaching site, and will provide the opportunity to discuss any questions or concerns one might have before beginning service. This orientation will also introduce the club leader to all of the available ESOL resources in FaithAction's Multicultural Resource Library, as well as provide referrals to other outlets of information. An additional training focused on ESOL tutoring will be coordinated with Reading Connections, and will include opportunities to attend specific workshops on different learning levels as well as provide a general overview of the subject. This is a great opportunity to network with other ESOL volunteers in the community and learn from each other's previous experiences.

*For further inquiry please contact Laura Hancox, Language Program Coordinator at (336)379-0037 ext 1# or [lhancox@faihouse.org](mailto:lhancox@faihouse.org).*