



1. Position Title: Spanish Conversation Club Leader at FaithAction International House

Conversation club Leader will facilitate Spanish conversation in a group format, providing an opportunity for students of different skill levels to practically apply their classroom/textbook Spanish knowledge.

2. Work Location

The location of the class will be at FaithAction International House. It 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 Spanish language skills. Providing a conversation club affords the opportunity to practice his/her language skills in an encouraging and relaxed environment. As a conversation club leader, 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. The club leader is responsible for any lesson/topic planning for the club, as well as taking attendance each time the club meets. 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 year.

5. Qualifications

Fluency in Spanish is required. Native speakers are preferred, but the position is open to non-native speakers as well. Prior experience in Spanish instruction is also required. Experience in other educational fields is looked upon favorably. Two employment or academic 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. The club currently meets on Mondays from 7:00-8:30pm. This does not include preparation time for the club meetings.

7. Training

The club leader will have a general orientation with the Language Program Coordinator, which will cover housekeeping rules, a description of the community served via the Spanish conversation club, 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 Spanish education resources in FaithAction's Multicultural Resource Library, as well as provide referrals to other outlets of information.

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