

ELL Classes – WDM Human Services Volunteer Job Description

Position Title:	ELL Assistant Volunteer
Overview:	The English Language Learner (ELL) Program at WDM Human Services runs from Sept through May, and serves adults seeking to improve their English language skills. Knowledge of a second language is not necessary to help! Volunteers provide one-on-one and small group assistance during classes. We provide a fun, dynamic environment in which you can meet new people and learn about other cultures, all while helping others learn a valuable skill.
General Duties:	<ol style="list-style-type: none"> 1 Tutoring students one-on-one 2 Reviewing student worksheets and homework 3 Interacting and conversing with students 4 Providing small group instruction 5 Assisting lead teacher as needed 6 Attending meetings/trainings 7 Assisting with training of new volunteers
Commitment:	One shift per week (Tues or Thurs)
Shift Lengths:	2 hours
Scheduling:	Tuesdays and Thursdays from 10 am to noon
Location:	On-site – WDM Human Services, 139 6 th Street, WDM
Qualifications:	Friendly, patient and dependable. Good communication skills. Must be comfortable working with individuals from different cultures. Ability to maintain confidentiality of student information.
Training:	On-the-job with an experienced volunteer – takes direction from Lead ELL Teacher
Reports to:	Volunteer Coordinator & Lead ELL Teacher