

Ecumenical Ministries of Oregon
Russian Oregon Social Services
4033 SE Woodstock Blvd.
Portland, OR 97202

Volunteer ESL Tutor Position Description

Purpose: To provide English language tutoring and support to ROSS, its students and clients.

Responsibilities include:

- Acting as a tutor for one to three ESL students, depending on tutor's comfort level.
- Arranging to meet with the students in a public space (i.e. school, church, library, park, mall).
- Helping set goals, with the input of the student, and working toward accomplishing them.
- Reporting volunteer hours (including face-to-face time with the student and preparation for the lesson) and tasks to ROSS once a month.
- Meeting with the student on a regular basis, at least once every week, and contacting the student if the need to cancel and reschedule arises.
- Committing to at least a three month relationship with a student.

Responsibilities may also include:

- Reviewing ESL material and suggested curriculum, and creating a lesson plan before each meeting with a student; assigning homework, if desired, after each meeting.

Position Requirements & Guidelines:

- ***Confidentiality:*** Student's identifying information, including name, address, and phone number, may not be disclosed to anyone.
- ***Limits on Activities:*** Tutors are limited to English teaching/tutoring responsibilities, and may not offer childcare or counseling, financial, legal, immigration or any other type of support.
- ***Driving:*** Ecumenical Ministries of Oregon/Russian Oregon Social Services does not have insurance to cover volunteers driving. If a tutor chooses to drive a student, the tutor must have insurance and take responsibility for any accidents that occur. Mentors who choose to drive should use safe, legal practices in terms of license, car seats and seatbelts. EMO/ROSS does not reimburse volunteers for mileage.

Qualifications:

Applicants should be at least 18 years of age, fluent in written and spoken English, and interested in connecting with the Russian-speaking community. Some Russian-speaking skills or study and previous ESL experience is helpful, but not required. All volunteers are required to undergo a criminal background check.

Benefits:

- Practice ESL teaching skills and cross-cultural communication
- Become acquainted with Russian culture and the local Russian-speaking community
- Personal fulfillment through contribution to the student's and the community's advancement
- Networking and resume-building with ROSS, local ESL and social service organizations, and the Russian-speaking community in Oregon and Southwest Washington

I have read all of the above information, and hereby acknowledge that I understand my responsibilities as a volunteer and representative of EMO/ROSS.

Volunteer Name (please print)

Volunteer Signature

Date