



ESL Tutor Coordinator for Language Resources Team Position Description

Potential Time Commitment: 1-4 hours / week depending on clients' needs.

Description:

This volunteer is in charge of identifying and matching volunteer English language tutors to clients (refugees and asylum seekers in the Refugee and Immigrant Services Program [RISP]) and maintaining communication with client advocates, team lead and case managers.

Duties/Expectations:

1. Maintain a list of volunteer tutors through a shared document on Google Drive.
2. Communicate with new volunteer tutors and ensure that volunteers complete a background check authorization form, the confidentiality agreements and all other relevant paperwork found in the Volunteer Onboard Packet.
3. Communicate with volunteer tutors via phone and email and organize the first facilitated contact with the client.
4. Help volunteers understand that there is no formal "training" for tutors, but that RISP does have materials and resources they can look at individually and materials and support to get them going.
5. Meet monthly or as needed with team lead and other members of the Language Resources Team.

