

# Shoreline Community Church

## The Hope Center

### Language Tutor Job Description

#### **Position Summary**

Language Tutors will plan and implement tutoring sessions for learners at the English Language Center Program. In a one-on-one or small group setting, tutors help students improve skills in speaking, reading, writing, and understanding English. Learning sessions are student-driven, focusing on the needs and goals of the students.

#### **Qualifications**

- Will consider a high school degree or Honor Society Students with recommendations from Teacher or Pastor
- Able to pass a background check (with proof of identification)
- Fluency in English
- Good communication skills and the ability to explain concepts
- Work well with other tutors and staff
- Patience; the ability to adapt to different learning styles
- Awareness of cultural differences
- Enthusiasm for teaching and learning
- Agreement with the mission and vision of IHSB

#### **Responsibilities**

- Attend volunteer orientation and training
- Plan lessons and activities
- Give individual attention to the learner's educational needs
- Establish a good rapport with student(s) and other tutors
- Keep records and provide information about student progress
- Meet with supervisor regularly to discuss student needs and progress
- Refer the learner to the staff for needs other than tutoring

#### **Time Commitment**

Tutors commit on average six months of tutoring, two to four hours per week.

#### **Benefits**

- Satisfaction gained by helping others
- Belong to a group of dedicated tutors
- Increase knowledge and improve skills
- Increase work experience and learn from peers

If you are interested in this position, please contact Diane Martinez at [diane.martinez@immigranthope.org](mailto:diane.martinez@immigranthope.org)