

English Class Program Leader AmeriCorps Job Description

Duties and Responsibilities:

BIIN's English classes are designed to help adult English language learners gain proficiency in listening, speaking, and some writing. The AmeriCorps Member is responsible for coordinating volunteer teachers, working with them to make decisions about the program, registering students, managing books and other resources, and overseeing the day to day functioning of the classes. He/she provides direction to teachers, students, and short-term volunteers, and serves as the liaison for communications with staff and board.

Activities may include:

- Preparing lesson plans using the “English for Everyone” textbooks.
- Teaching English class twice a week.
- Working with volunteer teachers to identify class curriculum that needs to be updated. Doing research to find teaching resources that meet those needs and summarizing any requests for new materials to be presented to the board.
- Meeting with volunteer teachers to determine the annual calendar, individual teaching assignments, and other program decisions.
- Recruiting and training new volunteer teachers as needed.
- Coordinating plans for volunteer teachers to “substitute” for each other, as needed, and being available to help lead classes, in the event that a last-minute absence cannot be covered by a volunteer teacher.
- Collaborating with staff and key volunteers to set program goals. Communicating the program’s volunteer needs with staff, monitoring volunteer sign-ups, and orienting all volunteers who sign up to work with this program.
- Oversee the registration process for students, including enrollment in class communication platforms (text/email).
- Assist in setting up the classroom prior to the start of classes and, as needed, during the term. Being present to greet volunteers and students as they arrive for class, and providing guidance to those who are new.
- For online classes, offering training and support in using Zoom to volunteer teachers, as needed.
- Oversee the management of pedagogical resources, such as textbooks, through the loan of books to students and volunteers, and their return to the organization’s office when people leave the program.
- Serving as the principal liaison between volunteer teachers, other volunteers, students and the staff and board.

Qualifications:

- Desire to work with and support members of the immigrant community.
- Strong interpersonal skills. Ability to communicate effectively in person and in writing with people of different ages and backgrounds.
- Ability to use/learn and teach others to use basic digital tools: email, Google suite, Zoom, Salesforce, and texting apps.

Preferred skills (but not required):

- Spanish language proficiency.
- Previous teaching experience, especially second language teaching and/or adult education.
- Previous experience working with vulnerable populations.

Time commitment: The AmeriCorps member will complete 1,200 hours working 25 hours a week for one year beginning September 1, 2022 through August 31, 2023.

Compensation: Per AmeriCorps terms, compensation for each position includes a \$12,000 annual living allowance and an end of term educational award of \$4,540.

To Apply: Email info@brazosimmigration.com to learn how to apply for the position.