



Foundation for Immigrant  
Resources and Education

## **CHILDREN'S LITERACY TUTOR**

In FIRE's Children's program, volunteers will help our young learners communicate in the English language in a comfortable, one-on-one or small group learning environment. Volunteers are also expected to assist our children enjoy literacy through a variety of creative activities. This position provides opportunities for volunteers to develop their skills in educating children of different levels and of different cultures, and develop critical thinking and strengthen their literacy skills.

### **Job Responsibilities**

- Meet regularly and punctually.
- Prepare each lesson to meet the children's goals and needs.
- Play games, read books, and do art projects using FIRE curriculum.
- Regularly update class attendance and provide summaries of class activities.
- Inform Lead Program Coordinator of problems or concerns with children and/or their families.
- Suggest improvements and provide feedback on children's progress.

### **Qualifications**

- Fluency in written and spoken English
- Ability and interest to volunteer in a multicultural environment
- Experience working with low-income and/or new immigrants, especially children, preferred
- Flexibility in doing different tasks
- Self-motivated and can work independently..
- Patience, dependability and promptness.
- Ability to assist students with learning needs without judgment.

### **FIRE will provide**

- Curriculum and suggested technology-learning resources.
- Books and teaching materials.
- Timely feedback and answers to your questions regarding instruction.
- On-going staff development training.

### **Requirements**

- Willingness to volunteer one day a week or a minimum of three hours per week
- Have completed or will undergo the Minnesota Literacy Council's ABCs of Reading Workshop and other periodic in-services. (Training and other information can be found at <http://www.themlc.org/trainingregistration> or by calling 651-645-2277)
- Complete the FIRE application process which includes:
  - Application Form (form available online)
  - Reference check (form available online)
  - On-site orientation
  - Brief interview
- Agree to submit to a Criminal Background Check.

**Application contact:** Kenneth Tivey or Maria Olson at 651-224-4728 ext. 111 or at [info@fireprograms.org](mailto:info@fireprograms.org)