



## Volunteer Citizenship Tutor Job Description

**Title of position:** Volunteer Citizenship Tutor

**Purpose of position:** To assist adult immigrants (with high beginning to intermediate level ESL skills) with studying content material which will prepare them to pass the U.S. citizenship exam.

**Responsibilities:**

- Teach INS interview preparation and basic U.S. history and government information to student immigrants of diverse backgrounds and language levels.
- Assist students with mock interview and role play practice.
- Teach dictation skills relevant to citizenship interview.
- Provide learners with citizenship application process information.
- Provide students with contact information about appropriate legal resources.
- Possibly assist learners with basic citizenship application form completion.

**FIRE will provide:**

- Class set of appropriate citizenship books and teaching materials
- Student handouts
- Citizenship application forms
- Computer for online citizenship practice

**Training available:** at the Minnesota Literacy Council

- 12-hour Literacy Tutor Workshop.
- 2 hour citizenship training workshop

**Training Location:** 756 Transfer Road, St. Paul, MN 55103 For volunteer and training information call Heather Cox, MLC volunteer training coordinator at 651.645.2277 ext 224 or [hcox@themlc.org](mailto:hcox@themlc.org)

**You can also check the MLC website for dates and times of trainings**

[www.themlc.org/ESLtraining](http://www.themlc.org/ESLtraining)

[www.themlc.org/inservices](http://www.themlc.org/inservices)

[www.themlc.org/citizenship](http://www.themlc.org/citizenship)

**Bus Lines:** Buses #16, #21, #50, and #94 stop directly in front of the church.

**Supervisor Contacts:** Kenneth Tivey and Heather Cox (651) 224-4728 ext. 111 or email [fire\\_programs@yahoo.com](mailto:fire_programs@yahoo.com)

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