



**Foundation for Immigrant  
Resources and Education**

## **Volunteer Program Support**

FIRE (Foundation for Immigrant Resources and Education) is an adult education organization dedicated to strengthening the lives of individuals, as well as the small communities they live in. Driven by its core vision, through literacy and community come empowered lives, the mission of FIRE is to:

- provide educational opportunities to adults seeking assistance;
- facilitate the development of literacy skills that are transferable to the everyday world;
- foster critical thinking and creativity through participatory learning environments; and
- provide opportunities for skill-sharing and awareness of immigrant experiences.

Come join our growing FIRE family! This program support volunteer provides administrative support for our main office area as well as coordinating support to the lead program coordinators on their assigned day. The volunteer in this position reports to either the Lead Program Coordinator or the Board Member assigned to Learner or Volunteer Management.

### **Job Responsibilities**

- Provide general administrative support to the Lead Coordinator including overseeing new student intake and grading of tests;
- Assist in managing records of students and volunteers;
- Provide general support to tutors including preparation of teaching materials;
- Assist students with their questions about the classes;
- Taking messages from the FIRE voicemail and follow through on requests when appropriate;
- Provide regular communication on pertinent information for the FIRE Board and the Lead Program Coordinators;

### **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 preferred
- Flexibility in doing different tasks
- Self-motivated and can work independently

### **Requirements**

- Willing to volunteer one day a week or a minimum of three hours per week
- Undergo 12 hour the Minnesota Literacy Council's Pre-Service Workshop (Training and other information can be found at <http://www.themlc.org/trainingregistration> or by calling 651-645-2277)
- Completed the FIRE application process which includes:
  - Completing Application Form (form available online)
  - Provide references (form available online)
  - Schedule an Orientation
  - Brief interview

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