

# FIRE INFORMATION

## VOLUNTEER OPPORTUNITIES

Volunteers can help with FIRE in many ways:

- Board Director
- English Instructor
- Program Support
- Children's Literacy Tutor

## WHO IS A FIRE VOLUNTEER?

A FIRE volunteer is any community member with proficiency in English and a passion for helping build awareness of immigrant experience in our communities. A FIRE volunteer possesses patience, flexibility and a keen interest in supporting the wellness and educational needs of immigrant families.



## TRAINING

We believe that a volunteer's professional development is critical to the success of our programs. FIRE is an associate program of the Minnesota Literacy Council (MLC) and encourages all potential volunteers to complete their 12-hour pre-service training in Literacy or ESL. A schedule and description of trainings can be found at [www.themlc.org/training](http://www.themlc.org/training). Additionally, during their service, each volunteer is required to attend at least one of the MLC's in-service workshops to strengthen their skills. Contact (651) 645-2277 for more information or email [volunteer@themlc.org](mailto:volunteer@themlc.org).

## LOCATION

FIRE is located inside the Central Presbyterian Church at 500 Cedar Street, Saint Paul, MN 55101. You can access directions online at [www.cpcstpaul.org](http://www.cpcstpaul.org).



## PARKING

Free parking is available after 5:30 p.m. in the 9<sup>th</sup> Street lot (behind the church) and in the Public Health building lot across the street from the church. Parking in front of the church is sometimes available during the day. Metered parking spaces along Cedar Street and paid parking inside the World Trade Center ramp by 7<sup>th</sup> Street are also choices.

## SCHEDULE

FIRE offers beginner, intermediate, and advanced English levels, writing and conversation and basic math. Volunteers are expected to be at FIRE half an hour before class starts. Classes are held on:

- |                  |   |
|------------------|---|
| <b>Tuesday</b>   | <b>10:00 AM to 12:30 p.m.</b><br><b>6:00 to 8:00 PM</b> |
| <b>Wednesday</b> | <b>6:00 to 8:00 PM (not in summer)</b>                  |
| <b>Thursday</b>  | <b>6:00 p.m. to 8:00 p.m.</b>                           |
| <b>Saturday</b>  | <b>10:00 AM to 12:00 p.m.</b>                           |



**FOUNDATION FOR IMMIGRANT  
RESOURCES AND EDUCATION**



***"Through literacy and community  
come empowered lives."***

c/o Central Presbyterian Church  
500 Cedar St.  
Saint Paul, Minnesota 55101  
Phone: 651-224-4728 ext. 111  
Fax: 651-291-1469  
Email: [fire\\_programs@yahoo.com](mailto:fire_programs@yahoo.com)  
[www.fireprograms.org](http://www.fireprograms.org)

# WHAT IS FIRE?

## ABOUT US

The Foundation for Immigrant Resources and Education (FIRE) was launched in 2004. FIRE is an adult literacy organization that offers English classes to non-native speakers. 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; to facilitate in the development of literacy skills that are transferable to the everyday world; to foster critical thinking and creativity through participatory learning environments; and to provide opportunities for skill-sharing and awareness of immigrant experiences. FIRE classes welcome all adult learners who want to learn or improve their English, math, conversation and writing skills.

## WHY ARE WE UNIQUE?

FIRE is the only 100% volunteer-run adult literacy program in the Twin Cities. Our well-trained team of educators is dedicated to serving the immigrant community, and working to personalize lessons to meet learners' needs. Our tutors are warm and approachable, and our excellent tutor-to-learner ratio allows us to spend more time with each learner.

FIRE's board of directors values learner feedback and meets regularly to discuss ways to strengthen our programs. Classes are held in the mornings and evenings in order to work around learners' schedules. FIRE is family friendly, and offers free evening childcare operated by children's literacy tutors.

## QUALIFICATIONS

Classes are taught by volunteers trained by the Minnesota Literacy Council, or who have an advanced degree or certificate in Adult Education or ESL. FIRE volunteers also consist of non-teaching staff who assist the organization in various administrative and program support duties.

## LENGTH OF COMMITMENT

FIRE conducts programming on a semester basis and follows the St. Paul Public School calendar. Volunteers are asked to commit to at least one three hour session for a full semester.

## CONTRIBUTING TO FIRE

We rely on our volunteers to continually provide us with ideas, feedback, project concepts, and other resources to strengthen our organization. Additionally, we have an ongoing wish list of in-kind donations we regularly accept. If you are interested in developing a new class or helping out in a broader capacity, please contact a co-director, board member, or e-mail us with your input. E-mail [fire\\_programs@yahoo.com](mailto:fire_programs@yahoo.com) or call (651) 224-2738 ext. 111 for more information.

## LEARNER REGISTRATION

Learners can come in person when FIRE classes are in session to undertake an ESL level assessment or they can call FIRE to set up an appointment at (651) 224-4728 ext. 111.



## CURRICULUM

FIRE has a large collection of textbooks, tapes, videos, software, games and workbooks to assist with instruction. Tutors may supplement our core curriculum with a range of excellent resources from the tutor library. We encourage our tutors to supplement core textbooks together with activities, worksheets, dialogues, audio and visuals to create creative and engaging lessons. Learners progress more substantially and acquire useful skills when tutors have flexibility to make each lesson appropriate and interesting for their learners' needs and goals.



## OUR LEARNING ENVIRONMENT

FIRE is a student-centered organization that values learner feedback on programming and curriculum. Learner input shapes and influences the decision making of FIRE's board. The board is composed of community members, learners and volunteers who often are actively involved in the day-to-day operations of FIRE.

