



Foundation for Immigrant
Resources and Education

English as a Second Language (ESL) Instructor

Come join our growing FIRE family! As an ESL tutor, you will assist adult immigrants in acquiring the necessary English language skills to skillfully and competently function in their jobs and in their community in America. At the same time, you will provide relevant and engaging instruction to new immigrants so that they attend regularly and learn effectively.

Job Responsibilities

- Provide supervision and instruction of students learning English;
- Provide content that applies to the practical day-to-day experiences of students;
- Create a positive, educational, safe and enriching experience for students;
- Provide a learning environment that is supportive of students' needs;
- Work one-on-one or with a group of students;
- Take attendance and monitor progress of students in a written log;
- Consult with fellow tutors on learning resources and topics as needed;
- Coordinate with and update program coordinators.

FIRE will provide:

- Curriculum and suggested supplementary language materials
- Books and teaching materials;
- Timely feedback and answers to your questions regarding your instruction;
- Technology resources
- Ongoing staff development training

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

- Willingness to volunteer one day a week or a minimum of three hours per week
- Have completed or will undergo the 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)
- Complete the FIRE application process which includes:
 - Application Form (form available online)
 - Reference check (form available online)
 - Conduct agreement and rights and responsibilities (available online)
 - On-site orientation
 - Brief interview

Application contact: Maria Olson at 651-224-4728 ext. 111 or at info@fireprograms.org

*c/o Central Presbyterian Church, 500 Cedar St. St. Paul, MN 55105
Tel: 651-224-4728 ext. 111; Fax: 651-291-1469
Email: info@fireprograms.org ; www.fireprograms.org*