

CITY OF COMMERCE PUBLIC LIBRARY
CONVERSATION CLASS FOR ADULT ESL LEARNERS
(Intermediate level)

VOLUNTEER TUTOR

Volunteer will participate in the City of Commerce Public Library Program, Conversation Class for ESL Learners program, where he/she will facilitate a conversation class in the Literacy Center once a week for 11 weeks. All materials and training will be provided by the Literacy Center. This class is informal and its purpose is to encourage people who have learned English as A Second Language, the opportunity to practice speaking with others. The goal of the conversation class is to help those in the class increase their speaking vocabulary and build confidence when speaking English.

Qualifications

- Patience
- Positive attitude.
- Comfortable working with adults and Library staff.
- Sensitive to the feelings of the adults learning English as a second language.
- Concerned about the challenges facing second-language learners.
- Enthusiastic and willingness to help students increase their confidence.
- Background check and TB test clearance.

Responsibilities

- Represent the Library and the literacy program in a positive light.
- Regular participation at the scheduled class times.
- Meet in person with the Literacy Program Manager for training and consultation (when needed)

Training Provided

The ESL Conversation Volunteer will meet with the Literacy Program Manager for basic training and materials related to facilitating an ESL Conversation Class.

Benefits of Volunteering

- The opportunity to improve the lives of the students in the class.
- Increase the services offered by the literacy program.
- Make a difference in the community.
- Gain additional volunteer experience.

Time Commitment

- 1 ½ hours a week for a total of 11 weeks
- 2-3 hours of Training with Literacy Program Manager

Grounds for termination

- Misrepresenting the library or Library Literacy Program.
- Breach of confidentiality.
- Disregard for City and State Policies.

Contact Persons

Beatriz Sarmiento and Susana Rosales