

Right to Read, Weld County, Inc.

ADULT EDUCATION CENTER
717 6th St. Greeley, CO 80631
970-352-7323

Volunteer Job Descriptions

Position Summary's

ESL Classroom Volunteer

- Volunteer works with adult learners who are learning the English Language skills necessary for self-reliance.
- One-on-one help necessary for students who are in need of extra instruction the teacher is unable to provide.

CRESL Classroom Volunteer

- Volunteer works with adult refugees who are learning the English Language skills necessary for living and working in our community.
- Assist the classroom instructor by working with individuals or small groups of students.

Office Volunteer

- Assists office staff with student record retainment, filing and updating
- Assists teachers with manipulative material preparation (cutting, laminating, copying) to aide in student development.
- Aides in office tasks for fundraising, mailings, postcard addressing, data base updating.

Qualifications

- Strong desire to improve the English language skills of adult learners
- Sensitivity to cultural differences
- Ability to participate on a consistent basis for a minimum of 6 months.
- Patience, understanding and flexibility
- Fluency in English

Responsibilities

- Complete volunteer orientation and short training
- Arrive on time and consistently when scheduled
- Work closely with staff and follow their direction and leadership
- Notify Right To Read staff if unable to fulfill volunteer duties

Right To Read is an independent Not for Profit 501(c)3 organization and is not affiliated with any religious, political or minority group.