

Alpine Public Library

Volunteer Position Description

Title of Volunteer Position:	ESL for the Big Bend Program Coordinator
Position Overview and Impact:	Significantly impact the life of adults with limited English language skills by planning, implementing, and administering a program of individualized tutoring services. This volunteer will help the library fulfill its mission to create lifelong learners, fill a need required for personal and job development, and provide a positive local economic impact.
Key Responsibilities:	<ol style="list-style-type: none">1. Work with library director to establish goals and organization of ESL for the Big Bend program2. Recruit and schedule volunteer tutors3. Adhere to requirements for confidentiality, training, and record-keeping4. Schedule instructors and conduct tutor training5. Provide assistance to ESL tutors as needed6. Coordinate with library director to provide statistics and outcomes for required grant reporting7. Maintain proper paperwork including volunteer applications, timesheets, and confidentiality statements, placement test results, lesson plans, progress tests, attendance records, contact hours, and volunteer hours8. Database input9. Identify teaching materials and resources10. Participate in statewide conferences, initiatives, and learning opportunities
Qualifications:	<ol style="list-style-type: none">1. Eighteen years of age and older2. Previous work involving ESL tutoring and tutor training.3. Sensitive, patient, understanding, and respectful of tutors' and learners' situation, needs and goals.4. Culturally sensitive attitude and willing to maintain confidentiality at all times.5. Dependable and able to maintain file and program organization6. Must be able to travel within Brewster County.
Responsible to :	Paige Delaney, Executive Director
Training and Support Provided:	Regular meetings with library director. Library director is available to assist with program design or implementation. Full access to library equipment as needed.
Time Commitment:	Average two hours per week
Length of Commitment:	Minimum 12 months requested
Benefits of Volunteering:	<ol style="list-style-type: none">1. Opportunity to positively impact the life of an adult learner2. Opportunity to learn new skills and meet people who share similar goals and interests3. Opportunity to support Alpine Public Library programming efforts and help fulfill the organizational mission of creating lifelong learners
Contact Person:	Paige Delaney, Executive Director, Alpine Public Library Phone 432-837-2621, email director@alpinepubliclibrary.org