The Bridge CDC

ESOL Collaborative Network

The ECN is seeking English Speakers of Other Languages Instructors and Co-Instructors!

The ESOL Collaborative Network is an association of community ESOL programs that share resources to offer a higher quality of English instruction to the nonnative English speakers of central Virginia. The ECN was founded in 2007 with the mission of improving lives by reducing language and cultural barriers. This **SEMESTER (FEB - BEGINNING OF MAY)** the ECN is looking for enthusiastic and reliable volunteers to help us have another successful semester at our locations in South Richmond.

We need **Volunteer ESOL Instructors** to lead classroom instruction. Training and a curriculum will be provided for you. Related experience is welcome. This position requires 5 hours a week.

We also need **Volunteer Co-Instructors.** Our Co-Instructors help improve student to instructor ratio and assist with classroom instruction and group activities. This position requires 3 hours a week. **Volunteer ESOL Co-Instructors** also have the opportunity to be on an ECN Site's **Administrative Team.** Some of the jobs require specific skills, but experience is not necessary. Most important to any of the jobs is a good attitude, patience, and the motivation to work in diverse groups and serve our community. Each Administrative Team position requires an additional two hours a week. The available Administrative Team positions are below:

1. **Childcare Coordinator:** Leading a team of volunteers as you entertain and educate the children of our adult students during ESOL class times. This position allows you to plan activities to teach and entertain the children of our adults students. This is the sole position that does not allow a volunteer to be both a Co-Instructor and an Administrative Team member.

2. **Conversation Cafe Coordinator:** Biweekly this leader will organize a group activity or invite a guest speaker for the students.

3. **Quality Control Representative:** Assisting the Site Coordinator with evaluating the progress of students and teachers, as well as contact information. Experience working with data processing is necessary for this position.

4. **Student Awards Coordinator:** Applying on behalf of or informing qualified students of awards which are available to them. This position requires an organized individual with efficient and effective communication skills.

5. **Student Relations Coordinator:** Prior to the semester this volunteer will assist an ECN Site's Administrative Team advertise and register students. During the semester this volunteer will update any necessary student information changes as well as contact students who have been frequently absent.

6. **Volunteer Coordinator:** Recruiting volunteers for the ESOL and childcare programs as well as distributing specific assignments to Volunteers.

We at The Bridge CDC are very excited for this coming semester and for your support. We look forward to working with you and sharing this opportunity to improve the communities in which we live.

If you are interested, please fill out an application at https://spreadsheets0.google.com/viewform?formkey=dDIRZkNFb2xKRU02VlJlc0pHOE9KSEF6MQ OR email Terrell Pollard at tpollard@bridgeamerica.org with questions. A representative of the ECN will respond to your email within 5 business days.