



ESL Conversation Partner

Location:
Verde School,
Richmond

To volunteer or for more information:

www.cceb.org/get-involved/

ivillasenormadriz@cceb.org

510-768-3166



Position Title: ESL Conversation Partner

Area/Program Focus: Fostering Self Sufficiency, Family Literacy Program

Supports: Family Literacy Program Coordinator

Position Summary: The Conversation Partner will primarily interact one-on-one or lead small groups of ESL students at Verde School in our Family Literacy Program. No prior experience teaching or tutoring ESL required. Individuals with a passion for assisting immigrants and low income families in our community are strongly encouraged to join our ESL Conversation Partner team.

Essential Responsibilities:

- Lead small group and/or individual conversations as requested by FLP coordinator

Success Metrics:

- Reliable attendance
- Receive an overall positive performance review

Core Skills:

- Cultural competency; proven ability to understand, appreciate, and interact with persons from cultures and/or beliefs other than one's own
- Very good communication, both virtual and in-person

Requirements:

- Must complete a Live Scan background check to be paid by CCEB
- Must complete a brief online training in recognizing and reporting abuse
- Must volunteer at least hours per month for at least 3 months

Agency Culture: Every year, Catholic Charities of the East Bay moves thousands of youth, individuals, and families from Crisis to Stability to Prosperity through 3 primary program areas: "Fostering Self-Sufficiency" provides services designed to strengthen families and increase income to livable wages; "Welcoming the Stranger" offers legal immigration, refugee relocation, and refugee employment services; "Healing Trauma" delivers immediate and sustained support to victims of crime, especially those impacted by community, domestic, and family violence, as well as mental health treatment to students and adolescents experiencing multiple, ongoing incidences of trauma.

Review/Approval

Supervising Staff _____ Date: _____

Volunteer Coordinator Review _____ Date: _____

CAO Initial _____ Date: _____