

CATHOLIC SOCIAL SERVICES  
VOLUNTEER JOB DESCRIPTION

**TITLE:** Teacher

**PROGRAM:** Refugee Assistance & Immigration Services

**SUPERVISED BY:** Education & Employment Coordinator

**STATUS:** Ongoing

**UPDATED:** 11/2020

**Job Summary:** This position will assist the Welcome Center staff by teaching job readiness classes online. The classes are to assist refugee clients in preparing or advancing their employment. Curriculum is sent to the volunteer teacher and the clients (students). Teachers will hold lessons, prepare or enhance lesson plans, take class attendance and may assist with resumes.

**Competencies:** Must be able to maintain program/guest/agency confidentiality and treat everyone with dignity and respect. Must be patient and courteous. Must be able to prioritize work with little supervision. Must be a team player and possess good organizational skills with an emphasis on detail. Must be able to get along with others in stressful situations and tolerate interruptions with patience.

**Education/Experience:** NA

**Skills:** Ability to communicate clearly both verbally and in writing.

**Duties & Responsibilities:**

1. The volunteer teacher will host scheduled Zoom class(es) on their scheduled times in a professional, respectful and caring manner.
2. Present class curriculum to clients at different English level skill.
3. Volunteer teachers will make a Google Docs note after each class.
4. Teachers will work closely with Welcome Center staff.

**Training Requirements:** Attend orientation and position training.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities as needed.

Volunteer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Volunteer Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_