Volunteer Job Description
ESL Tutors/Conversation Partners for B & G Custodial Services

For the past two and a half years, Regis has offered an ESL Program to its custodial staff from B&G Custodial Solutions. The goals of the program are twofold: both to teach English to interested custodians as well as to create a genuine sense of community between the custodial staff and Regis faculty, students, and staff.

This year the program will follow a one-on-one tutorial format and volunteers are needed to assist as ESL tutors and conversation partners. GED tutors are also needed and ESL tutors may be asked to focus on ESL and GED skills. Volunteers must be able to commit from 1-3 hours per week and need to make a three month commitment to working with a custodian. All tutor sessions will happen in the Regis library or at another site on the Lowell campus. There are also opportunities to deepen relationships amongst various departments on the Regis campus and B & G custodians, and to complete other fun and challenging duties.

Job Summary

Volunteer tutors work with adults who are learning the English language skills necessary for living and working in our community. Tutors work one-on-one with individuals who either desire to acquire English language skills or to prepare for taking the GED. Most students are limited-English speakers. Tutors will use published curriculum materials or create appropriate materials to meet the student’s listening, speaking, reading, and writing needs.

Qualifications

- Strong desire to improve the English language skills of students
- Sensitivity to cultural differences
- Patience, understanding, flexibility, and an unceasingly positive attitude
- Outgoing personality. Ability to meet challenge with enthusiasm.
- Ability to serve as a tutor/conversation partner for 1-3 hours a week for three months
- Fluency in English

Responsibilities

- Complete an informal 2-hour training and a 1-hour in-service training
- Prepare ESL lesson plans and materials as requested by the student
- Tutor students on a regular basis
- Be punctual or a few minutes early
- At the close of each session, complete a feedback form
- Notify the student directly if you are unable to be present during your scheduled hours
- Communicate any personal needs or concerns to the ESL Coordinator (Adam Roberts) in a timely and appropriate fashion
- Provide regular feedback to the ESL Coordinator on progress with your student
- Record hours tutored each session and have the ESL student sign off on hours (if applicable)

Day, Time, and Space

Varied, according to student. Suggested space options (preference for the library): study rooms in the library, tables at the library, Fr. Woody Room (x3556 to request), library conference room #305 (x3556 to request), Loyola 17 (x4040 to request), aspen room (x4143), space at the Grill. Please see the campus meeting room schedule.

Contact

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