



San Juan Island Library  
1010 Guard St.  
Friday Harbor, WA 98250  
(360) 378-2798 · [www.sjlib.org](http://www.sjlib.org)

## Volunteer Job Opportunity

### Job Title:

English Language Learning Volunteer Tutor

### Position Description:

The San Juan Island Library is developing a 15-member team to facilitate the English Language Learning (ELL) and childcare program. The ELL volunteer team will lead classes and conversation groups, work one-on-one with adult learners of English, and facilitate childcare, creating opportunities for speakers of other languages to practice English, make community contacts, develop cultural competency, and provide resources for non-English speakers to get established in a new environment. This is a part-time hourly volunteer position, 2 hours per week to start. There are no salary, retirement, health, or other regular employment benefits.

### Job Status:

This is a part-time hourly volunteer position, 2 hour per week to start. Workdays are either Tuesday or Thursday evenings from 6:00 – 8:00 pm. Supervised training is provided, thereafter supervision is minimal and work will be performed with other volunteers and the Library's Outreach Coordinator. At times work may be performed alone or one-on-one with a non-English speaking student. There are no salary, retirement, health, or other regular employment benefits.

### Work Location:

San Juan Island Library  
1010 Guard St.  
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### Position-Specific Responsibilities and Expectations:

As a San Juan Island Library ELL Tutor, you will be responsible for:

1. Observing one (1) ELL class taught at the San Juan Island Library for training.
2. Observing one (1) ELL conversation group at the San Juan Island Library for training.  
(Requirements 1 and 2 may be waived for individuals with previous documented ELL volunteer experience at the San Juan Island Library.)
3. Assisting with the management of a class or conversation group of 10 to 15 students with limited English comprehension.
4. Working one-on-one with English language learners to provide creative, student-centered instruction and authentic English language interaction
5. Enthusiastically participating in active student-centered lessons with limited materials and resources.
6. Being able to be flexible, understanding, and adaptable to appropriately meet a variety of ability levels in each class or group.

**Qualifications/Experience:**

To be successful in this volunteer job, you must:

- Have some experience teaching English to speakers of other languages.
- Have a background in secondary or post-secondary education, English, foreign languages, linguistics, special education, or a combination thereof.
- Be a native English speaker.
- Be passionate about education and volunteerism.
- Show a strong sense of community engagement, integrity, and initiative.
- Have strong organizational, written, and oral communication skills.
- Be able to take direction, work collaboratively, and be efficient.
- Be able to stand and speak actively and enthusiastically for at least 1 hour.
- Be able to demonstrate compassion, understanding, awareness, and emotional intelligence.

**Background Check**

This position is subject to a background check, provided by the San Juan Island Library.