



San Juan Island Library
1010 Guard St.
Friday Harbor, WA 98250
(360) 378-2798 · 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 children's enrichment program. The ELL volunteer team will lead classes and conversation groups, work one-on-one with adult learners of English, and facilitate children's enrichment, 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.
Friday Harbor, WA 98250

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.