



**Volunteer Title:** ESL Tutor

**Non-profit Overview:** The Latino Academy of Workforce Development (LAWD) is a part of the Vera Court Neighborhood Center, Inc. (Vera Court Inc.) non-profit agency, which also includes the Vera Court Neighborhood Center and Bridge Lake Point Waunona Neighborhood Center. More about the Vera Court Inc. agency's programming and services can be found at [www.veracourt.org/agency](http://www.veracourt.org/agency).

LAWD began as a small program at Vera Court Neighborhood Center in 2010 in order to best serve the education and workforce needs of our community's Latino adults. Since then, the program has grown into an organization with a \$400K budget and 14 staff and instructors reaching hundreds of Latinos each year across all of south central Wisconsin. LAWD's programming aims to provide Latinos with the credentials, training, and case management necessary to obtain fulfilling, family-sustaining careers.

**Position Overview:** 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 to improve communication or to start a career at Madison College. Tutors will use published curriculum materials or create appropriate materials to meet the students' listening, speaking, reading, and writing needs.

**Detailed Position Responsibilities and Qualifications:**

- Strong desire to improve the English language skills of students
- Sensitivity to cultural differences
- Patience, understanding, flexibility, and an unceasingly positive attitude
- Fluency in English and Spanish
- Prepare ESL lesson plans and materials as requested by the student
- 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 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 ESL student sign off on hours

**Hours:**

Varies based on availability (Monday-Saturday) for 1-3 hours per week

**Please fill out Volunteer Application found on our website and email to [general@latinoacademywi.org](mailto:general@latinoacademywi.org)**