

WEPC ESL Ministry

Assistant Director Position Description

The ESL Assistant Director position:

- is a part-time position (20 hours/week for 40 weeks/year)
- has a pay rate of \$20/hour
- is part of the Neighborhood Outreach Ministry and works under the direction of the ESL Director
- Assists the ESL Director with the administration of the ESL ministry
- Available to be present Tuesday 4:00 - 9:00pm AND Thursday 8:00am - 1:00pm
- Willing heart to engage and build relationships with Church's immigrant neighbors
- Working experience with Google Office

Position Responsibilities:

- Flexibility to work in the Church office to greet neighbors at walk in and answer ESL questions
- Recruit ESL adult volunteers
- Organize Student Registration Data (i.e. download registration and create Google sheets for Adult ESL, Kids club)
- Inventory and order curriculum
- Preparation of Classroom Resource Box
- Assist Director with planning and execution of logistics for all volunteer orientations and meetings
- Organize Bible Storying elements (master notebook, communication with volunteers, and handouts)
- Creation and purchase of volunteer t-shirts
- Regular communication with volunteers via email, text, and written correspondence
- Weekly completion of Class Attendance sheets including student attendance entry
- Partner with ESL Director to prepare and award Perfect Attendance prizes
- Coordination of Lenten Prayer Walk
- Facilitate Yearly Evaluation with volunteers and use feedback to plan upcoming year and upcoming yearly calendar

Weekly Tasks:

- Pray weekly for all students and teachers; remain aware of their needs
- Support Church office through availability to meet with neighbors that walk in to church and offer direction to address needs
- Be aware of written ESL announcements and information on webpage and/or in bulletin and make recommendations for updates
- Prepare and distribute classroom elements prior to Tuesday and Thursday classes (i.e. projectors, attendance sheets, class signs, printed material and/or worksheets)
- Set up Volunteer information table
- Learn weekly Bible story
- Set up and clean up coffee station on Tuesday and Thursday
- Assist with Tuesday night meal preparation
- Complete Church administration requirements for Expensify and Isolved time entry