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ESL Tutor Job Description

Position Summary

Tutors will plan and implement tutoring sessions for learners in SE Works' English as a Second Language (ESL) Program. In a one-on-one or small group setting, tutors help students improve skills in speaking, reading, writing, and understanding English. Learning sessions are student-driven, focusing on the needs and goals of the students.

Qualifications

- At least 18 years of age
- A high school degree or GED
- Able to pass a background check (with proof of identification)
- Fluency in English
- Good communication skills and the ability to explain concepts
- Work well with other tutors and staff
- Patience; the ability to adapt to different learning styles
- Awareness of cultural differences
- Enthusiasm for teaching and learning
- A sense of humor

Responsibilities

- Attend tutor orientation and training
- Plan lessons and activities
- Give individual attention to the learner's educational needs
- Establish a good rapport with student(s) and other tutors
- Keep records and provide information about student progress
- Meet with supervisor regularly to discuss student needs and progress
- Refer the learner to the staff for needs other than tutoring

Time Commitment

Tutors commit on average six months of tutoring at SE Works, averaging at least four hours per week.

Benefits

- Satisfaction gained by helping others
- Belong to a group of dedicated tutors
- Increase knowledge and improve skills
- Increase work experience and learn from peers

If you are interested in this position, please contact Morgan Lovell at Mlovell@seworks.org or (503) 772-2318. Thanks for your interest! We look forward to hearing from you soon!