



CASA DEL LAGO

Job Title: Coordinator of ESL

Job Class: Part Time, no OT, no benefits

Reports to: Director of Operations

Anticipated Hours Required: 25-29 hours per week

Job Qualifications:

- Candidate should fulfill all duties for the Glory of Christ
- Candidate must be a professing Christian and be a member in good standing of a local evangelical church
- Candidate must have a Bachelor's degree in applied linguistics or experience in adult language education, TESOL .
- Candidate must be able to communicate effectively in Spanish and English (verbal and written)
- Candidate must be a self-starter and show initiative
- Candidate must be personable and capable of functioning in a culturally diverse setting
- Candidate must be organized and care for administrative matters related to educational programming
- Candidate must be a team player and work well with other staff

Responsibilities:

1. Coordinator of ESL is primarily responsible for the planning and administration of all Adult programming including Conversations and Kids Club
2. Coordinator of ESL must coordinate Conversations (Evening ESL) (9 hrs/wk)
 - a. Coordinator must participate in recruiting volunteers to teach ESL classes.
 - b. Coordinator must assist Director of Education in planning trainings for ESL teachers to equip them for ministry.
 - c. Coordinator must coordinate ESL registration and collect payments from students.
 - d. Coordinator must work with Director of education to order curriculum for ESL program and keep needed materials on hand.
 - e. Coordinator should evaluate placement tests and assign students to classes and levels according to evaluated linguistic skills.
 - f. Coordinator must evaluate Teaching Volunteers and encourage and equip them to excel in teaching ESL.
 - g. Coordinator must consult with Director of Education to maintain consistency between programs and quality of education.
 - h. Coordinator should plan speakers for weekly devotions in consultation with the Director of Operations

- i. Coordinator should coordinate monthly ESL workshops and seminars in consultation with the Director of Operations
 - j. Coordinator of Evening ESL is responsible to be sure the building is clean and secure before leaving after evening programs.

3. Coordinator of ESL must coordinate Conversations (Morning ESL) (12 hrs/wk)
 - a. He/she must participate in recruiting volunteers to teach ESL classes.
 - b. He/she must plan trainings for ESL teachers to equip them for ministry.
 - c. He/she must coordinate ESL registration and collect payments from students.
 - d. He/she must order curriculum for ESL program and keep needed materials on hand.
 - e. Coordinator should evaluate placement tests and assign students to classes and levels according to evaluated linguistic skills.
 - f. Coordinator must evaluate Teaching Volunteers and encourage and equip them to excel in teaching ESL.
 - g. Coordinator must consult with Evening ESL Coordinator to maintain consistency between programs and quality of education.
 - h. Coordinator should coordinate speakers for weekly devotions in consultation with the Director of Operations
 - i. He/she should coordinate weekly ESL workshops and seminars in consultation with the Director of Operations
 - j. Coordinator must track ESL attendance and follow up with students who miss classes regularly.

4. Coordinator must Coordinate Kids Club ministry (4 hrs/wk)
 - a. Coordinator must oversee planning for Kids Club enrichment activities.
 - b. Coordinator of Evening ESL must oversee Kids Club staff and volunteers.
 - c. Coordinator must plan devotional times for Kids Club.
 - d. Coordinator must provide materials, snacks and supplies for Kids Club.
 - e. Coordinator must track attendance at Kids Club and follow up with families who don't attend regularly.

5. Coordinator of ESL must do the following administrative/fundraising activities: (4 hrs/week)
 - a. Coordinator must participate in fundraising efforts of Casa del Lago.
 - b. Coordinator of ESL must attend weekly staff meetings of Casa del Lago Staff. every week)
 - c. Coordinator of ESL must participate in the planning and coordination of special events for ESL students such as Holiday parties, graduation celebration, Treasures of Hope...
 - d. Coordinator must work with Director of Education to maintain classroom supplies and materials.
 - e. Coordinator of ESL must coordinate meals and snacks for ESL students.
 - f. Coordinator of ESL must work with Director of Operations to obtain gift in kind support for food served during ESL.
 - g. Coordinator of ESL must work to obtain corporate support for the evening ESL program by local businesses.