

**La Posada Providencia  
ESL & Life Skills Volunteer  
Job Description**



**Job Summary:** Volunteers will help clients “bridge the cultural gap” by teaching basic English language and simple life skills.

**La Posada Providencia’s ESL & Life Skills curriculum includes lessons on:**

Personal finances

- How to budget (cost of living in the U.S.) rent, utilities, food, etc.
- How to open a bank account
- How to use the U.S. money system

Navigating personal medical care

- How to make an appointment with a doctor
- How to read medicine labels
- How to describe symptoms for ailments
- How to identify medical-parts of the human body

Basic skills for every day living

- How to make a long distance phone call
- How to read a map
- How to tell time
- How to fill out forms (name, date, address, phone number, etc.)
- How to identify months of the year and days of the week

Achieving a healthy diet

- How to prepare food safely
- How to smart shop
- How to plan nutritious menus

**Duties and Responsibilities:**

1. The volunteer will deliver La Posada Providencia’s ESL & Life-skills curriculum following guidelines established by the Client Mentor.
2. The volunteer will establish a specific schedule (day(s) and time) with the Client Mentor.
3. The volunteer will collaborate with the Client Mentor to identify specific goals for each teaching session.
4. The volunteer will log the duration and student’s name for each tutoring session.

**Qualifications:**

1. An ardent desire to make a positive difference in someone’s future.
2. An ardent desire to impart basic English language skills (bilingual and previous tutoring and/or teaching experience is most beneficial).
3. A sensitivity to the culture of the person being tutored and is open to learning about the person and his/her culture.
4. A commitment to and ability to keep a regular tutoring schedule.
5. Personal references and agreement to submit to a background check if requested.