

ESL Tutor Position Details

Time Commitment: 60 to 90 minutes a week

Age Requirement: 16+ for class opportunity, 18+ for one-on-one.

Opportunity Types:

- One-on-One Tutoring: An ESL tutor is placed on a roster and contacted when a student is in need of tutoring. The ESL tutor and student are partnered together and meet for a 60 to 90-minute session every week at a designated time and place.
- Thursday Night ESL Class: An ESL tutor attends our ESL class Thursday evenings to assist in a group setting. The class runs from 5:45pm to 7:00pm every Thursday during the school year. The ESL tutor will meet with 1-3 students and the students may be different every session. (Class is currently on summer break and starts again September 28th 2023.)

Steps for one-on-one tutoring:

1. Submit a Volunteer application and sign a copy of our NDA and Code of Conduct.
2. Meet with a Mentor Tutor for an introduction to the program.
3. Shadow a Mentor Tutor and their student for a session.
4. Tutor Check in: the Mentor Tutor and new ESL tutor will decide whether to continue working together or allow the new ESL tutor to await a student of their own.
5. If the new ESL tutor is ready for a student of their own, they will be given the following resources:
 - a. An English placement test to conduct with your student.
 - b. A calendar schedule sheet for you and your student to build out a tutor schedule.
 - c. Online resources for English learning.
 - d. Online access to the Ventures text.
6. If the tutor is paired with a student under the age of 18, they may be required to submit to a background check.

All one-on-one tutoring should be held at a San Diego County or City Library. Once a tutor schedule is built, a copy of the schedule will be given to our Volunteer Coordinator. If space and scheduling allows, tutors may also meet at our Pathways office in Solana Beach.

Steps for the Thursday ESL Class opportunity:

1. Submit a Volunteer application and sign a copy of our NDA and Code of Conduct.
2. Attend the class and be partnered with a Mentor tutor for the evening.
3. Shadow the tutor throughout the duration of the class.
4. Tutor Check In: the Mentor Tutor and new ESL tutor will decide if the new ESL tutor is ready to partner with students on their own.
5. If the ESL tutor is ready to participate fully in the class, they will be given the following resources:
 - a. Online resources for English learning.
 - b. Online access to the Ventures text.

Online resources are provided for tutors who wish to use them, but most materials will be given for people to use in-class.

