

# You Can Make a Difference!

## Volunteers are Needed

Raleigh Parks, Recreation and Cultural Resources is currently recruiting volunteer instructors to teach English as a Second Language (ESL) classes to adults in the community.

**For more information, please contact:**

English as a Second Language Program

919-996-6844

[eslvolunteercoordinator@raleighnc.gov](mailto:eslvolunteercoordinator@raleighnc.gov)

## Share

**2** hours of your time

**1** day a week for

**6** weeks



**RALEIGH** Parks,  
Recreation *and*  
Cultural Resources  
[parks.raleighnc.gov](http://parks.raleighnc.gov)

**ESL Program**  
Frank E. Evans Administration Building  
2401 Wade Ave  
Raleigh, NC 27607  
[Parks.raleighnc.gov](http://Parks.raleighnc.gov), Keyword Search: *ESL*



## **English as a Second Language (ESL) Program** **Volunteer Instructor Information**

The City of Raleigh Parks, Recreation and Cultural Resources (PRCR) Department's English as a Second Language Program (ESL) is pleased to offer you an opportunity to volunteer as a lead or co-instructor with our program. Our mission is to implement programs and services that reach all audiences and pledge support to promote an inclusive environment. Eligible ESL instructors follow the five-step process below prior to volunteering in our classrooms.

- 1) Fill out and submit this volunteer application packet.
- 2) Interview with the ESL Program staff.
- 3) Pass a background check.
- 4) Attend a 2-hour orientation with the ESL Program.
- 5) Attend a 2.5-hour workshop with the Parks, Recreation and Cultural Resources Department.

### **To become a volunteer:**

- Fill out this application packet
- Write a letter of intent (or cover letter)
- Submit a copy of your resume

### **Send materials:**

- Via email as an attachment to [eslvolunteercoordinator@raleighnc.gov](mailto:eslvolunteercoordinator@raleighnc.gov)
- Via mail to: Frank E. Evans Administration Building  
English as a Second Language Program  
2401 Wade Avenue  
Raleigh, NC 27607

You will receive a confirmation email or phone call upon receipt of your application packet. The ESL Program may schedule you for a 30-minute interview based on your qualifications and teaching experience.

**NOTE: After completion of the interview and background check, you will be contacted as to whether or not you are eligible to participate in our volunteer program.**

### **ESL Program Orientation:**

All new ESL instructor volunteers will participate in an orientation that explores a variety of materials, techniques, and strategies used in teaching students whose primary language is not English. The goal of our ESL classes is to help students obtain basic English skills that will help them in their daily lives.

### **Staff Manual Review:**

All staff and volunteers with the Parks, Recreation and Cultural Resources Department attend this workshop, which covers the mission, vision, and policies of the department. This training will give volunteers a better understanding of the department's role within the City, and what it means to represent the City when working with the public.

### **ESL Volunteer Instructor Duties and Responsibilities:**

- Teach a 1.5 hour ESL class once a week (weekday evening hours or daytime weekend hours) for a period of at least 6 weeks.
- Assist in promoting other City of Raleigh programs and classes around the community.

#### **Lead Instructors:**

- Plan lesson for each class.
- Mentor and work with a co-instructor to help with lesson planning and execution of classroom activities.

#### **Co-Instructors:**

- Assist lead instructor in executing lesson plan.
- Assist lead instructor in modeling dialogues.
- Substitute teach if lead instructor is absent.

### **ESL Volunteer Instructor Qualifications:**

- Previous experience teaching in a classroom setting and/or teaching ESL.
- English fluency.
- Comfortable working with people of various ethnic, national, cultural, and socio-economic backgrounds
- Genuine love for teaching and helping others.
- Ability to assess and respond to learners' needs, interests, and levels of understanding.
- Ability to generate enthusiasm for classroom activities.
- Must be patient and good listener.
- Must pass a background check with the City of Raleigh.
- Must be at least 18 years of age by the day of interview. Please bring an ID or birth certificate to verify your age. No exceptions!

### **Volunteer Commitments:**

- Volunteers are expected to attend the ESL Program Orientation and Staff Manual Review **before** working as a volunteer. **ESL Program Orientation is offered during regular business hours, Monday to Friday, 8:30 AM to 5:15 PM.** In addition to regular business hours, **Staff Manual Review may also be offered on weekday evenings.**
- Volunteers are expected to teach at least one six-week session within six months.

### **Examples of breaking this volunteer agreement include:**

- Unsatisfactory performance
- Failure to report to class assignment when scheduled (staff centers will monitor if you do not show up)
- Failure to complete required orientations and trainings.
- Not responding to email/phone communications related to your volunteer commitment
- Promoting personal businesses. It is **strictly prohibited** for an ESL instructor to distribute any marketing materials from unauthorized resources, solicit from participants and/or invite speakers or presenters without previous authorization from the ESL Program.

**\*\*NOTE: According to City of Raleigh policy, individuals may not work in positions directly supervised by a relative. Therefore, the ESL Program does not allow relatives to teach together in the same classroom.\*\***

**English as a Second Language (ESL) Program**  
**Pre-Screening Questionnaire**  
**Volunteer Instructors**

*The following questions help the ESL Program and prospective volunteer decide if this position meets the needs of both parties. Please read each question carefully and feel free to answer with as much detail as you would like to share. Thank you for your time!*

**Name:** \_\_\_\_\_

1. How would this volunteer position help you in terms of professional goals and extended career plans?
  
2. What are three characteristics you would use to describe yourself?
  
3. Do you have experience teaching ESL? If not, what other subject(s) have you taught?  
 Yes  
 No
  
4. How would you describe your teaching style?
  
5. What other volunteer work have you done in the past?
  
6. The City of Raleigh is a government agency, and all employees and volunteers are instructed to remain neutral regarding their own political, religious, and gender affiliations when interacting with other co-workers, volunteers, and especially with participants. What is your opinion about this policy?
  
7. The ESL Program **cannot guarantee times, dates and locations of your teaching assignment.** Our classes are typically offered at various locations within the City of Raleigh, during evening hours from Monday to Friday and daytime hours on weekends. Availability and flexible schedules are a must. Are you fully available to volunteer during the days and times written above?  
 Yes  
 No

**English as a Second Language (ESL) Program**  
**Pre-Screening Questionnaire**  
**Volunteer Instructors**

8. How did you hear about this volunteer opportunity?  
 Internet - website \_\_\_\_\_  Media \_\_\_\_\_  
 From a friend or relative  Other \_\_\_\_\_
9. Volunteers must be officially accepted through the completion of a Volunteer Application and a CCBI (background check). Volunteers who do not agree to the background check or meet the department's standards will not be accepted. All volunteers will also be subjected to yearly background checks. Do you understand this requirement?  
 Yes  
 No
10. All volunteers are required to attend two mandatory orientations before beginning a volunteer assignment. These orientations may or may not take place during regular business hours from Monday to Friday. We do **not** offer weekend orientations. Do you agree with this requirement?  
 Yes  
 No
11. The ESL Program expects instructors to commit to volunteering for at least 6 months. During this time, you will be asked to teach at least one 6-week session. You may be a lead instructor, co-instructor, or substitute, depending on your previous teaching experience/education. Do you understand this expectation?  
 Yes  
 No
12. The ESL volunteer program **does not** offer payment of any kind for any work performed by our volunteers. Do you understand and accept this?  
 Yes  
 No
13. Do you own reliable transportation to get to class? (Volunteers are **not** reimbursed for mileage).  
 Yes  
 No
14. Please provide a list of three professional references (name, phone number, email).  
1)  
  
2)  
  
3)
15. Do you have any questions?





**Raleigh Parks, Recreation and Cultural Resources Department  
English as a Second Language Program  
Volunteer Instructor Agreement**

Name: \_\_\_\_\_ is enrolling in the Raleigh Parks, Recreation and Cultural Resources Department ESL Instructor Volunteer program.

As a participant in this program, I agree to the following commitments:

Completion of the ESL Program Orientation and Staff Manual Review with the City of Raleigh's Parks, Recreation and Cultural Resources Department.

Completion of assignment as a volunteer to one of the City of Raleigh community centers or designated non-City of Raleigh locations.

Commitment to volunteer a total of 2 hours a week, once a week for a six week period.

Completion of assignment during the first six months of joining the volunteer program.

*Failure to follow through with the above obligations will result in the termination of this volunteer agreement. This includes unsatisfactory volunteer performance at an assigned community center.*

Signed

Date

\_\_\_\_\_  
Volunteer

*Participant must be 18 years of age or older to participate in our program.*

**RALEIGH PARKS, RECREATION AND CULTURAL RESOURCES**  
**RELEASE, COVENANT NOT TO SUE, AND INDEMNITY AGREEMENT**

I wish to assist with one or more of the Special Events or Recreation Classes provided through Raleigh's Parks, Recreation and Cultural Resources Department to facilitate the event for my enjoyment, and so that my family and other citizens can participate. I agree that class or event access provides a benefit to me and to my family and is adequate consideration for this agreement. I understand that assisting in this activity involves risk of injury. These risks include inclement weather or excessive heat, falling debris, accidents while traveling or from vehicles traveling to or from the event or parking at it, injuries from equipment problems or failures, proximity to vehicles or equipment (including those producing debris or dust), contact with and actions of event participants, event staff or other volunteers, slips/trips/falls, musculoskeletal injuries, harm from contact with sharp objects or tools, contact with chemicals or irritants, exposure to wildlife (including snakes and biting insects), among others. I choose for myself or for my child to assist in this activity despite the risks.

By signing this form, I acknowledge all risks of injury, illness, and death and affirm that I have assumed all responsibility of injury, illness, or death in any way connected with assistance in this activity. I also agree for myself and for any child assisting to follow all rules and procedures that apply to the activity and to follow the reasonable instructions of the City staff and other supervisors of the activity.

In return for the opportunity described above, I agree for myself and for my heirs, assigns, executors, and administrators to release, waive, and discharge any legal rights I may have to seek payment or relief of any kind from the City, its employees or its agents for injury, illness, or death resulting from the activity. If I am allowing a child to assist in the activity, I agree that I am a parent, legal guardian, or am otherwise responsible for the child who is assisting, and I release, waive, and discharge any legal rights that I may assert on behalf of the child assisting in this activity. I also agree not to sue the City, its employees, or its agents and agree to indemnify the City for all claims, damages, losses, or expenses, including attorneys fees, if a suit is filed concerning an injury, illness, or death to me or to my child resulting from assisting in this activity.

I understand that the City of Raleigh provides no insurance or worker's compensation coverage for me or for my child. I have read this document thoroughly and understand that by signing this form I am waiving legal rights.

Pictures or video may be taken of volunteer for use in program publicity.

Please check, if you do not concur.

Name of Participant: \_\_\_\_\_

Signature (of parent/legal guardian if under 18): \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Printed Name of Parent/Legal Guardian: \_\_\_\_\_

Date signed: \_\_\_\_\_