



ESL Ministry Coordinator Job Description

FLSA Status:	Non-exempt / Part-time
Schedule:	Wednesday mornings & evenings (September – May), with some additional preparation time outside of classes being in session
Reports to:	Community Outreach Minister
Direct Reports:	None

Job Summary

This position exists to care for and lead the ESL Ministry. The Coordinator is responsible for preparing and leading the ESL team of volunteers each Wednesday as classes are in session and for caring for and serving the international and immigrant students who attend the ESL classes.

Relational Expectations

- Cultivates a positive outlook on life and maintains a spirit of gratitude.
- Influences others for the church's best interests.
- Displays a servant's heart, with the accompanying attitude and cooperation, within all departments of the church.
- Professional in communication, timeliness, appearance, attention to detail, and follow-through.
- Faithful in making disciples who make disciples.

Essential Functions

- Faithfully share the gospel with volunteers and students using discernment and boldness.
- Cultivates a team atmosphere and encourages all volunteers to work together firstly for Christ, secondly for the betterment of the students.
- Willingness to work kindly and cooperatively with all ages of adults.
- Engage with each student with a caring and compassionate attitude.
- Professional communication with staff members and volunteers.
- Advocate for the students' needs and ESL ministry at large.
- Cultivate an atmosphere where students feel safe and loved.
- Maintain relationships with local school systems and organizations that can help students and advertise ESL.
- Delegate tasks and jobs to volunteers and teachers as needed.
- Provide each class with roll sheets and needed supplies.
- Order snacks for weekly classes.
- Execute events for Thanksgiving, Christmas and End of the Year Celebration.
- Ensure curriculum is stocked and ordered when needed.
- Recruit volunteers and teachers as needed.
- Advertise ESL to the public as opportunity arises.
- Hold annual volunteer and teacher training.

- Provide 2 optional workshops for volunteers and teachers each semester.
- Provide a volunteer and teacher appreciation lunch once a semester (Christmas time and end of year).
- Address any issues that arise amongst students and/or volunteers/teachers.
- Usage of TouchPoint and Espace systems.

Qualifications and Skills

- Possess and understanding of the gospel and how to share it cross culturally.
- Prior experience working cross culturally.
- Prior experience in ESL work (or related).
- Ability to provide organization and problem solving.
- Possess an understanding of Missions and what it means to live missionally.
- Bilingual experience is not necessary but relevant.
- Ability to maintain confidentiality and use discretion.
- Willingness to understand the immigration system and the unique needs of ESL students.

Work Conditions

- Sitting or standing for extended periods of time.
- Communication skills using the spoken word
- Dexterity of hand and fingers to operate a computer keyboard, mouse, and to handle other computer components.
- Ability to see and hear within normal parameters.
- Ability to lift 25 lbs.

Employee Acknowledgment

I acknowledge that I have read and understand this job description and that I am able and willing to perform the duties and responsibilities outlined herein. This job description reflects the church's assignment of essential functions and responsibilities for this position. Nothing in this job description restricts the church's right to assign or reassign duties and responsibilities to this position at any time as needed. I also understand that the church reserves the right to revise or modify this job description at any time.

Employee Signature

Date