

Washington English Center

Volunteer Manager Job Description

About Washington English Center: Washington English Center (WEC), formerly Language, ETC was founded in 1993. Our *mission* is to provide excellent and affordable English classes and other educational programs to immigrants using volunteer teachers. WEC serves over 750 students every three-month term with the help of over 300 volunteer teachers. Classes are held six days a week at various times of the day.

Position Description: The Volunteer Manager is a part-time (23 hrs/wk) evening and weekend position that works under the supervision of the Director of Volunteers. Duties include but are not limited to recruitment, training, and management of volunteer teachers and tutors of English as a Second Language evening and weekend programs. The manager may also be asked to step in to teach a class as needed. The Volunteer Manager will report to, and work closely with, the Director of Volunteer Programs. In coordination with Director of Volunteer Programs, the Manager will develop and implement new volunteer trainings before every term. He/She will also work closely with the Program Director to ensure volunteer teachers have the resources they need to be successful in the classroom.

The Manager will be responsible for providing support to evening teachers and for coordinating and managing weekend programs. The schedule for the position is as follows: Monday – Thursday, 6:30 – 9 pm; Saturday, 12-5 pm; Sunday, 9-5 pm (23 hours)

English as a Second Language (ESL) experience is a plus but not necessary.

If interested please email your resume and cover letter to Lee Griffith, at lgriffith@washingtonenglish.org.