

Volunteer Position Description: Citizenship Classroom Volunteer

Purpose: This volunteer helps to prepare students applying for U.S. Naturalization by strengthening their English skills and their knowledge of U.S. government and history. It is a goal of this class to encourage students to become active citizens in our democratic society.

Location: [Site Name and Address](#)

Reports to: [Name, Citizenship Instructor OR Volunteer Coordinator](#)

Responsibilities:

These will be determined in cooperation with the instructor, but will include:

- Working one-to-one or with small groups of students in the classroom, providing learning support in English language skills or civics education topics;
- Sharing with students your experiences as a citizen of the United States;
- Encouraging students in their efforts and being a positive role model;
- Reviewing student work and providing appropriate feedback;
- Documenting hours and submitting to the classroom instructor.

Skills and qualifications: The following are highly desirable:

- U.S. citizenship, through birth or naturalization;
- Prior tutoring or teaching experience;
- A strong interest in and knowledge of U.S. History and civic engagement;
- A willingness to be open to other cultures and ways of thinking
- Patience and flexibility;
- Age 18 or older, or age 16 with parental and instructor permission.

Training:

- Attend an initial orientation at [Site Name](#)
- [MLC's New Citizenship Tutor Training](#)
- In-house training by [Site Name](#) faculty
- Additional trainings as offered

Resources and support:

Orientation and training will be provided by the Volunteer Coordinator and ABE staff members. The classroom instructor will offer resources and readings related to the class itself.

Time commitment and duration:

We ask that classroom volunteers commit to 1.5 to 2 hours per week for 6 months, unless this is otherwise negotiated in advance.

Benefits:

We realize that it is our agency and students that greatly benefit from the contribution of your time and your skills. The students that you help in this class will go on to achieve full U.S. Citizenship, a right and responsibility that is amazing. You will have the opportunity to learn more about other cultures and beliefs by working with these students. Your community involvement and tutoring work are real-life skills and experiences that you can include on future résumés and applications.