

First Presbyterian Church of Champaign

**Job Description - ESL Director**

Part-Time, 20 hours per week, non-exempt

**The English as a Second Language (ESL) Program of the First Presbyterian Church of Champaign is a welcoming organization that believes that English should not be a barrier to immigrants and refugees achieving their dreams and thriving in the US. The program offers English instruction in essential skills and provides opportunities for cultural exchange and social connection between students and tutors of all faiths.**

**General Responsibilities:**

- Manage the daily operations of the ESL Program in both in-person and online formats.
- Communicate effectively.
- Demonstrate strong organizational and problem-solving skills.
- Model inclusiveness, collaboration, and teamwork
- Witness Christian love in action and word

**Specific Duties:**

- Develop and train a team of volunteers (for both in-person and online instruction).
- Maintain a sustainable ESL Program that is sensitive to the needs of immigrants, refugees, and other international visitors in the Champaign-Urbana community,
- Lead classes when needed.
- Manage budget (purchase textbooks, workbooks, and supplies for students and tutors).
- Continue to develop/improve ESL curriculum and organizational structure of the program.
- Complete an annual program evaluation and prepare a written report including a proposed budget.
- Manage ESL Library and keep track of the inventory of the program
- Assume other responsibilities as agreed by supervisor and/or staff.

**Required Qualifications:**

- Commitment to Christ and to diversity
- Experience in education
- Experience in program management
- Excellent interpersonal, communication and organizational skills
- Experience in working with volunteers
- Experience with technology required to operate both in-person and online formats (e.g., email, Google Drive , Zoom, etc.)

**Desirable Qualifications:**

- Experience in ESL education for adults
- Familiarity with educational resources for adult learners

**Work Schedule:**

- Twenty hours per week, excluding holidays
- Flexible schedule consistent with meeting the requirements of the position

**Supervisor:** Mission Coordinator of the First Presbyterian Church of Champaign

**Supervises:** Volunteers