



12200 Tech Rd. Suite 250 Silver Spring, MD* Phone Number: 301-622-2400* Fax Number: 301-622-2800

Volunteer Position: ESOL Instructor

Volunteer Position: ESOL Instructor's Assistant

Who we are: Montgomery Housing Partnership (MHP) is a private, nonprofit housing developer in Montgomery County, MD whose mission it is to preserve and expand quality affordable housing and strengthen neighborhoods. MHP currently owns and operates more than 1,100 apartments, condos, and townhomes across the County. It also develops and implements Community Life Programs in these neighborhoods to help residents to develop skills that expand their opportunities and balance their lives.

Job Description

MHP seeks a volunteer instructor to lead English for Speakers of Other Languages (ESOL) classes in the Long Branch community of Takoma Park and Silver Spring. Volunteers should feel comfortable working in economically, socially, and ethnically diverse communities.

The ESOL program in Long Branch is geared toward Spanish language, and accommodates a maximum of 50 students per semester, ages 18 and over. MHP employs a standards-based curriculum emphasizing language proficiency, which was developed in coordination with the Montgomery Coalition of Adult English Literacy. Its overarching goal is that students will use English to communicate and demonstrate cultural understanding.

Classes will meet October 4th – November 11th Monday thru Thursday, from 7:00 – 8:30 p.m. in MHP's Greenwood Terrace Community Center or Glenville Road Community Center.

Responsibilities in the classroom

- Set learning goals for each student
- Ensure that materials and resources are ready on time
- Plan weekly class lessons
- Ensure that the class begins and ends on time
- Take daily attendance and keep the attendance book in the classroom
- Ensure that students are helped appropriately
- Supervise volunteers or assistants if applicable
- Monitor students' work and understanding of their assignments
- Inform MHP staff immediately in the event of a serious incident within the classroom and write incident reports in the attendance book
- Prepare progress reports of each student for Community Life Programs Director
- Set alarm and lock the classrooms at the end of the class

Necessary Skills: MHP welcomes volunteers with previous experience teaching adult ESOL classes. Candidates should be able to communicate effectively in Spanish through writing and speaking. Volunteers should have their own means of personal transportation.

Resume: To inquire, please call 301-622-2400. Resumes and a letter of interest should be submitted to Sulema Middleton Stewart, Director of Community Life Programs, 12200 Tech Road, Suite 250, Silver Spring, MD 20904, or by e-mail to: smiddleton@mhpartners.com.