

**Virtual English Teacher**  
**Position Description**

Volunteers virtually teach bi-weekly English as a Second Language (ESL) classes for refugee staff at Open Arms Studio. Classes are twice a week and each session is twelve weeks long. Volunteers will create lesson plans and help refugees practice their English language skills. You will co-teach with another volunteer and join a group of other volunteers passionate about serving the refugee community.

You would be a good fit if you have:

- A desire to help others.
- Openness to other cultures and ways of thinking.
- Ability to speak, read, and write English along with a basic knowledge of how English works.
- Coaching/mentoring/teaching skills.
- A sense of fun.

**Qualifications:** ESL teaching experience preferred but not required. Volunteers will be required to pass a background check. Must be US-based.

**Time Commitment:** 2 days a week between Monday-Friday, one hour each day. Classes are 9:30 -10:30 am and 11:00 am - 12:00 pm, central time. Lesson planning and attending workshops/meetings are also expected. Average total volunteer time is about 5 hours per week.

**Location:** Virtual. MRC will help facilitate the classes with our staff.

**Volunteer Process:**

1. Fill out an application at <https://www.mrcaustin.org/volunteer-form>
2. Interviews are conducted before each 12-week session
3. If you are invited to be a Virtual English Teacher, you'll be offered the opportunity to sit in on a class
4. You'll participate in an orientation during which you meet the other teachers and learn more about the program.
5. A background check will be sent through email.
6. After all these steps are completed, you will receive an email connecting you to your co-teacher as well as providing information about your students and schedule.