

# Job Description for an ESL Volunteer Administrative Assistant

Job Title: Volunteer ESL Administrative Assistant

**Job Summary:** The Administrative Assistant is a helper to the Co-Directors or Director, doing many of the behind the scenes details: check in students, selling text books, be a roving assistant to classes as needed, set up and break down coffee break, maintain an information/media table, available to discuss students' questions about the Bible, Christianity, etc.

## Qualifications

1. A sense of mission or calling from God to this ministry.
2. Ability to speak, read, and write English as a native speaker.
3. Completion of basic training.
4. Commitment to volunteer for a period of at least one school year. (Classes run concurrent with the school year.)
5. If can't commit to two days a week, it is possible to commit to one day a week.
6. Attention to detail.

## Responsibilities

1. Assist the Co-Directors or Director administratively.
2. Greet and check in students.
3. Set up and manage information table, inventory materials and alert Co-Directors or Director when new materials need to be reordered.
4. Set up and break down coffee break, inventory supplies and alert Co-Directors or Director when new materials need to be purchased.
5. Interact with students during coffee break, developing friendships, available to discuss students' questions about the Bible, Christianity, etc.
6. Attend staff training.
7. One or two day a week commitment.

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