



Mano a Mano Family Resource Center

Job Title: Citizenship Instructor

Program: Productive Parents

Reports to: Productive Parents Programs Coordinator

Type of Position: Volunteer

Founded in 2000, Mano a Mano is an immigrant-based community development organization whose mission to empower immigrant and underserved families of Lake County, Illinois to become full participants in American life by providing quality programs and services that educate and establish links to essential community resources. We implement this mission through our four programs: Healthy Families, Productive Parents, Successful Children, and Engaged Citizens. Our work is sustained by our respect for human dignity and our belief in the equality of all people. Located in Round Lake Park, Mano a Mano serves approximately 4,000 immigrants annually from across Lake County and surrounding areas.

THE POSITION:

The Citizenship Instructor is responsible for assisting adult immigrants (with beginning to intermediate level ESL skills) with studying content material that will prepare them to pass the U.S. citizenship exam.

COMMITMENT:

- We ask all citizenship instructors for a 6-month commitment
- The citizenship class is an on-going class and it repeats itself every 7 weeks
- Class will meet once weekly for approximately 2 hours/class

MANO A MANO WILL PROVIDE:

- Appropriate teaching materials
- Student handouts

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Teach INS interview preparation and U.S. history and government information to student immigrants of diverse backgrounds and language levels
- Assist students with mock interview and role play practice
- Teach dictation skills relevant to citizenship interview
- Provide students with support and a comfortable, non-threatening learning environment
- Ensure that student data (attendance and demographic intake) is collected and provided to the Productive Parents Programs Coordinator

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, must be fluent in English (written and verbal), must demonstrate excellent people and communications skills, sensibility to people's needs, good understanding of immigrants' issues; must have teaching skills and experience, must be able to attend trainings and meetings, work in different classroom settings (school, library, office, etc.), teach a multi-level classroom, must be a team player, self-starter, and have strong computer skills.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

TRAININGS/RESOURCES AVAILABLE:

For professional development contact Carol Garcia, Citizenship Specialist at Adult Learning Resource Center at cgarcia@cntrmail.org

You can also visit the following websites for dates and times of trainings.

<http://www.thecenterweb.org/alrc/workshops.html>

<https://www.uscis.gov/citizenship/teachers/training-and-professional-development/volunteer-training>

APPLICATION INFORMATION:

<http://www.manoamanofamilyresourcecenter.org/pdfs/Mano-a-Mano-Volunteer-Application.pdf>

To apply please complete the above volunteer application and send it to:

Montserrat Huerta
Productive Parents Programs Coordinator
mhuerta@mamfrc.org

Mano a Mano Family Resource Center is an EEO employer who provides employment opportunities either salaried or volunteered regardless of sex, race, religion, national origin, age or disability.

Mano a Mano, Family Resource Center has an affirmative policy to maintain the work place free of sexual harassment and intimidation.