

SUPPORT VOLUNTEER JOB DESCRIPTION

PURPOSE: To provide specialized support for the varied activities of the ESL Mission by fulfilling duties on and off campus.

REPORTS TO: *See note at end of each area description*

TIME COMMITMENT: 1-3 hours (weekly or monthly) on or off campus as required by assignment.

LENGTH OF APPOINTMENT: One year or as long as this is a “Right Place of Service”.

QUALIFICATIONS: A person in this position must be a fully devoted follower of Jesus Christ with a heart for missions, and be comfortable meeting and talking to internationals. Must see all individuals as equal and created in the image of God. See specific job description for additional qualification requirements.

SUPPORT VOLUNTEER POSITIONS

- **Faith Discussion Team:** Share the Gospel using both verbal and written personal testimony. Evaluate student faith understanding, and document faith base to aid in follow-up concerning spiritual growth of the student. *ESL certification not required but suggested. Must be interviewed by Director for approval to serve on this team. (See detailed information documented separately). Reports to Director.*
- **Presenter:** Invited to give a 90-minute session on a specific topic, allowing students to hear English spoken by persons other than their ESL teachers. *ESL certification not required. Reports to Director.*
- **Teacher’s Assistant:** Provide support during class by helping individuals or small groups of students. Assigned when lead teacher perceives assistance is needed. Serve from 8:45 a.m. – 12 p.m. each Tuesday weekly. Continuing in this position requires ESL Teacher Assistant training. Volunteers will serve as facilitators under the direction of the lead teacher(s), develop a relationship with the students. *Reports to Director.*
- **Substitute teacher:** Perform the duties of the teacher in his/her absence. See full teacher job description for details. *ESL Teacher Certification Requested. Reports to Director.*
- **Childcare Lead – Toddlers:** Prepare and conduct lessons including a letter and number of the day using a corresponding Bible verse or concept. Incorporate music, playtime, and outdoor playground time into each day’s activities. *ESL certification not required, but encouraged. First Baptist Church requires passing a criminal background check before serving for all childcare workers. Reports to Childcare Coordinator.*
- **Childcare Lead - Infants:** Provide loving and safe care for all needs of the children. *ESL certification not required, but encouraged. First Baptist Church requires passing a criminal background check before serving for all childcare workers. Reports to Childcare Coordinator.*
- **Child Caregiver:** Attend weekly, twice a month, once a month, or as a substitute. Exhibit a love for children and a desire to share Jesus at the child’s level. 8:45 a.m. - 12:00 p.m.

First Baptist Church requires passing a criminal background check before serving for all childcare workers. Reports to Childcare Coordinator,

- **Special Events Coordinator:** Plan and coordinate Christmas and End-of-Year Celebrations. *Reports to Assistant Director.*
- **Kitchen Lead:** Coordinate additional kitchen volunteers to lay out snacks provided by students and clean up afterwards. Prepare beverages in the church kitchen. Serve as Kitchen Coordinator for special events. 8:30 a.m. - 11:30 a.m. weekly. Probably longer hours during special events. Works closely with the Student Snacks & Special Events Liaison weekly and the Special Events Coordinator as needed. *Reports to Assistant Director.* Oversees the following positions: Kitchen Support, Student Snack & Special Events Liaison. Works closely with Special Events Coordinator.
- **Kitchen Support:** Attend weekly, twice a month, once a month, or as a substitute to assist the Kitchen Lead. *Reports to Kitchen Lead.*
- **Van Driver:** Transport students to and from class and special events. Must be approved by the church office staff. A copy of valid driver's license must be on file. Men must be accompanied by a female volunteer. Individuals serving as Deacons must be accompanied by their spouse. *Reports to Assistant Director.*
- **Signage:** Place and take down metal signs outside the building. Hang and remove laminated directional signs inside building as needed. *Reports to Assistant Director.*
- **Friend:** Support ESL by performing additional tasks: card writing, special event serving, decorating, or bulletin board creating and placing. *Reports to Director.*
- **Prayer Team:** Participate in a separate ministry which meets every other Monday to pray for Missions including ESL. *Reports to Director.*