



Online Citizenship Volunteer Teacher

CLUES (Comunidades Latinas Unidas en Servicio) was founded in 1981 with a vision for improving the quality of life of the Latino population in Minnesota. Today, CLUES is Minnesota's largest Latino-led non-profit organization and serves the community in three distinct areas: community wellness, community leadership, and community prosperity. Our services focus on the Latino family; however, our experience enables us to serve individuals and families from all walks of life.

CLUES' Mission: Our work is to ensure the advancement of social and economic equity and wellbeing for Latinos in Minnesota.

Purpose of Position: Volunteer teachers in our U.S. citizenship class prepare students to be successful in their naturalization interviews with USCIS (U.S. Citizenship and Immigration Services). Class topics include the process of becoming a U.S. citizen, U.S. history and civics, and interview preparation and practice. Lessons support students' reading, writing, speaking, and listening skills in English.

Position Type: Unpaid Volunteer or Internship

Schedule: Monday, 6:00 pm - 8:00 pm CST

Location: Online using Zoom

Responsibilities*:

- Teach/co-teach the citizenship class every Monday evening for the entire term.
- Use the CLUES curriculum and other provided resources to present engaging lessons for each class.
- Communicate regularly and promptly with the program coordinator about scheduling, concerns related to learners' progress, or classroom behaviors.

Qualifications:

- Excellent interpersonal, verbal, and written communication skills in English.
- Ability to teach the English language and citizenship skills to adult learners.
- Be responsible, punctual, encouraging, flexible, and friendly when working with students and CLUES staff.
- Be open and respectful to diverse life experiences, values, and backgrounds.
- Previous teaching and/or tutoring experience is preferred but not required.
- Proficiency with Zoom is preferred but not required.

Requirements & Training:

- Access to a computer and stable Wi-Fi.
- Submit a [Volunteer Application](#) and [Volunteer Waiver and Release form](#).
- Interview with a member of CLUES' adult education team.
- Observe a minimum of one adult ESL (English as a Second Language) class prior to teaching.
- Attend CLUES' New Teacher Orientation.
- Complete [volunteer training](#) as required by the Minnesota Department of Education.

**CLUES reserves the right to terminate an internship or volunteer commitment if their behavior is not in compliance with CLUES policies.*