

EXAMPLE OF LETTER TO INTERESTED VOLUNTEERS

Dear,

Thank you for inquiring about volunteering in our English as a Second Language (ESL) School. Enclosed you will find a job description and an application form.

In our experience, people with several of the following traits have an easier time teaching in an ESL School. Please don't think that you have to match every point on this list, but we find it is helpful to consider these things when deciding whether or not to volunteer in our ESL School.

- You like working with people from other countries.
- You can easily work in a one-on-one situation or a small group situation.
- You enjoy getting to know other people. You will open up and let other people get to know you.
- You can be patient with students who are learning English. It is ok with you if you do not totally understand everything they are saying and that they will not always understand what you are saying.
- You don't mind acting things out and using props. (Sometimes it can feel like you are playing charades.)
- You're ok with bringing props from home and looking for teaching aids in the community (i.e. grocery store fliers).
- You are able to be flexible. (On any given class night your role could change at a moments notice.)
- You are teachable. You are willing to attend enrichment trainings and research enrichment activities.
- You have a good sense of humor. You are able to laugh at yourself and with your students.

Above all, please remember that this is a ministry and that our ultimate goal is to reach out students with the Gospel of Jesus Christ in both Word and Deed. If sharing your faith is new for you or a little scary, don't worry, we will provide training to help you be more comfortable.

We encourage you to visit one or more ESL classes before you make a final decision as to whether to volunteer. Even if you have a background in teaching ESL, we encourage you to come and see how teaching in our ESL School might be quite different. You may observe any or all class levels. Please call and let us know when you would like to visit.

Approved volunteers may work in our program as teacher assistants until the 14 ½ hour Southern Baptist North American Mission Board ESL Workshop is offered again.

Thank you for your interest in our ESL School. Please feel free to call me with any questions.

In His Service,

Nancy Booher
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