

Kansas City Public Library Volunteer Position Description

Position Title: English for Citizenship Tutor

Department: Refugee & Immigrant Services & Empowerment

Reports to:

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Description of Role:

The English for Citizenship Tutor will help an instructor teach a weekly 2-hour ELL class to members of the community who are applying for U.S. Citizenship. The Tutor will help reinforce ELL instruction focused on the vocabulary, grammar and pronunciation found in the United States Citizenship and Immigration Services (USCIS) reading, writing and 100 civics questions, in small group breakout sessions. There are 100 possible questions for the civics test; the applicant will be asked ten and must correctly answer six to pass. In this course, you will connect with each student personally and encourage them in their journey to naturalized citizenship. Above all, this is an exciting role sure to provide you with an overall enriching experience as you get to know a culturally diverse group of individuals and build community by learning together here at the Kansas City Public Library.

Primary Responsibilities:

The English for Citizenship Tutor should be familiar with the USCIS Citizenship Curriculum. The Tutor is responsible for submitting a final evaluation at the conclusion of the 12-week course to RISE. Other responsibilities will include ensuring that the classroom is an open, welcoming and inclusive space. Tutors will get students excited about citizenship and help them understand the importance of being an active, informed community member. We want our students to feel confident and ready to become a citizen of this country.

Skills and Experience:

- Experience with literacy coaching, language learning, or tutoring experience preferred
- Must have good classroom management skills
- Must be able to work with and accommodate students of different skill levels at once
- Experience working with non-native English speaking persons a plus
- Must have a desire and ability to work with individuals from diverse backgrounds
- Must be patient, kind, and passionate about citizenship

Time Commitment: 2 hours per week, for 12 weeks. Class is held once a week on Wednesday nights. It is expected that Tutors will be present for all 12 class sessions.

- Location: Central Library (14 W 10th Street, KCMO, 64105)
- Duration: January 31 – April 18, 2018
- Day & Time: Wednesdays, 6-8 PM (weekly)

Training and Support: Tutors may participate in training/orientation prior to beginning service and will be given ongoing support from the Library's Refugee & Immigrant Services & Empowerment team. Tutors are there to support the Instructor as well as assist with more personal small group instruction. Tutors will be equipped with a binder containing an Instructor's Guide, the curriculum, and other resources. All supplies required for classes will be provided by the Library – any additional materials will be provided as needed. We are here for you from start to finish!

More Information About the Citizenship Test:

In order to become a naturalized citizen, an individual must be at least 18 years of age and must have been a permanent resident of the U.S. for five years without having left the country for more than 6 months during that time (there are exceptions if one is married to a U.S. citizen or if one has served in the Armed Forces). An applicant must also be a person of good moral character.

If an individual is eligible for naturalization, they must pay \$725 (\$640 plus an \$85 biometric fee) to file the Application for Naturalization (Form N-400) with United States Citizenship and Immigration Services (USCIS). During the naturalization interview, a USCIS Officer will ask questions about the applicant's (our student's) application and background. The applicant will then take an English test that covers reading, writing, and speaking, as well as a civics test that covers notable U.S. history and government topics. There are 100 possible questions for the civics test; the applicant will be asked ten and must answer six correctly to pass.

Applicants have two opportunities to take the English and civics tests per application. If they are unsuccessful in any portion of the test during the first interview, they will be retested on the unpassed portion between 60 and 90 days later.

Students can take practice the civics test online via [Learning Express](#), a database available through the Kansas City Public Library. Students can access this resource at the Library or at home with their Library card. There is a pre-test (30 questions), a tutorial, and a post-test.