

Nations Ministry Center

Volunteer Packet

Nations Ministry Center serves refugees and immigrants from all over the world. We help newcomers to Nashville assimilate into the community by providing multiple services including advocacy in the social services and educational systems and by providing numerous programs to help refugees become genuinely self-sufficient as soon as possible.



www.nationsministrycenter.org





Welcome to Nations Ministry Center!

Dear Friend,

Thank you for your interest in volunteering with Nations Ministry Center. There are a wide variety of volunteer opportunities available to support the refugees we serve.

To assist us in finding the best volunteer opportunity for you, we ask that you complete the enclosed Volunteer Application. This application will help us identify your interests and availability for the right fit with our programs.

Nations Ministry Center requires all staff and volunteers to complete a background check for the safety of the children we serve. Included in this packet is a release to perform a background check. Your personal information will be destroyed and the signature kept on file once the background check is complete.

Also, please find a volunteer job description about our programming, commitments, and accountability. It is essential that volunteers be consistent in order to provide the best possible services to our refugees. Please be realistic in determining the days and times of the week you can volunteer.

Please complete all requested information on the enclosed application and bring it with you to your Volunteer Orientation.

Thank you again for your interest in Nations Ministry Center and for joining hands with Nashville's refugee community as they journey toward genuine self-sufficiency.

Sincerely,

Volunteer Services
volunteer @nationsministrycenter.org
(615) 828-9664

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English Language Mentoring

English Class is held every Monday night from 6 to 7:30

Individual mentoring lessons may be scheduled throughout the week according to client and volunteer availability.

English as a *Second Language*, is often an understatement. For many immigrant and refugee learners, English is a third or fourth language. As a mentor, you will be bridging the English language gap that for many immigrant and refugee adults, is growing daily. Their school-aged children have the opportunity to immerse themselves in English in the academic atmosphere. Adults start work as soon as they can, and finding time and energy for additional study is challenging. In addition to struggles in English, some refugees and immigrants received little or no formal education in the refugee camps. Their own language and literacy skills vary widely depending on the instruction provided at the refugee camps

Volunteer Responsibilities: For the class, we ask that volunteers arrive a little early to make sure the classroom is ready. We also ask that you spend a few minutes planning what you want to do for the class and that you primarily keep to the curriculum that we have planned. We also ask that you let us know as soon as possible if you will not be able to come to class.

For individual sessions, we ask that you arrive on time, plan appropriately, and communicate with us and the client if you will not be able to come. We encourage you to get the client's phone number at the first session so you will be able to contact them directly if you can't make a session.

Volunteer Commitment: Nations Academy volunteers will ideally commit to **one day weekly on a semester (fall, spring, summer) basis**. While understanding that everyone can't be here every week, Nations Ministry Center just asks for a notice of dates or days you can't attend. We ask for an email or phone call as soon as possible if you can't make it the day you have agreed to volunteer.

AN IMPORTANT NOTE: Refugees have had very difficult lives and sometimes aren't as committed to the process of learning English as we would like them to be. Some refugees have a very hard time planning for the future so they may come late or forget they had an appointment. Since there are few short-term benefits to language learning, they may grow discouraged. Please be an encourager and friend and sensitive to these cultural differences.

Nations Ministry Center, as an instrument of God's grace in welcoming refugees and immigrants to Middle Tennessee, promotes genuine self-sufficiency by serving the needs of the whole person. By engaging churches, other organizations, and individuals, Nations Ministry Center seeks to support awareness of cultural diversity for the mutual benefit of clients and the entire community.

Nations Ministry Center maintains its 501(c)(3) status as a subunit of the Presbyterian Church (USA). All gifts are very appreciated and tax deductible.



Top Ten ESL Teaching Tips

- 1. Student talk time is the most important component of a lesson!** That might seem like the impossible dream when your students know almost no English, but the more they speak even in very small doses, the more their confidence grows to speak more. The main goal of every single class is to get them speaking to you and to each other even if they are saying very little or repeating the same thing over and over.
- 2. The teacher's talk time must decrease.** Students do not learn with more explanation; they learn with clear, concise explanation on their level, with demonstration, and with practice themselves. This is awkward and goes against our experience as teachers of other students or other subjects. Even silence can be better than more talking. Silence may encourage the students to talk. As long as we are talking, the student isn't.
- 3. Teachers should speak effectively.** First, we can slow down our rate of speech. Second, we can keep our speaking clear but not raise our voices above normal pitch. And lastly, we must be aware of our vocabulary as we explain things. Are the words we use far above their ability to understand? This can require some forethought and practice on our part.
- 4. Use all forms of teaching, so students can use all styles of learning.** Be sure and use visual forms such as writing on a board, showing books and pictures, auditory forms, such as your own voice or recordings or guests' voices, and kinesthetic forms of teaching, such as exercises of movement which go along with the lesson. The movements can be as simple as shaking hands when learning introductions to action songs, to charades when teaching present continuous verbs.
- 5. Encouragement is crucial.** When the student speaks at all, this is good! Give positive feedback when possible even to wrong answers and then just give the right one. Because learning English can only be done by speaking, take every opportunity to encourage student speaking. Encouragement goes a long way towards students wanting to say something in and out of class.
- 6. Correction is necessary.** Even as encouragement is crucial, correction is also necessary as we want to teach correct English. When wrong answers are given, praise the participation and give the right answer. Try to **demonstrate** the correct use of English in your lesson rather than always teaching it.
- 7. Use students' names.** Learners perform better when they are known. We will mispronounce their names! It's okay for us to make mistakes and laugh and try again as that encourages them to do the same in our language. When asking a question in class, ask a particular person. Put the name of the person at the end of the question, as this encourages all students to listen more carefully to the question and to think through the answer. Greet them as they come in and go out using their names when you can.
- 8. Begin each lesson with something easy to build confidence.** Maybe it will just be saying hello and shaking hands with each one and having them do the same. Later into your lessons, you can have a practice on something recent or farther back. It will build their confidence to speak during class time when you start with something easy for them. Remember, they are probably not speaking English outside of your class times unless they are more advanced students.
- 9. Review, review, review.** Be sure and review one or two things each week. Make certain the students are a part of the review and it is not just the teacher teaching the review. Our goal of high student talk time is still there during the review. Teach again what was not understood from earlier and have application again if needed.
- 10. Keep to one or two main teaching points per lesson.** It is tempting to address all the different things that may come up during a lesson, but stick to your 1 or 2 main teaching points. Offer to answer other questions after class and stay on the topic. Try to ignore mistakes made in an area you are not teaching about during that class. Most students will be confused and miss the main point if we address each question or mistake that arises during our lesson.



Nations Ministry Center Volunteer Application

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Contact Information:

Name	
Street Address	
City, State, Zip Code	
Home Phone	
Work Phone	
E-mail Address	

Please circle which area of interest you have in volunteering:

Kindergarten Readiness

Middle School Tutoring

English Language Mentoring

During what hours each day are you available for volunteer assignments?

Monday	Tuesday	Wednesday	Thursday

How did you hear about Nations Ministry Center?

Optional: Affiliation (specific church, school, etc.- e.g. First Presbyterian, Harpeth Hall)

Person to Notify in Case of Emergency:

Name	
Street Address	
City, State, Zip Code	
Home Phone	
Work Phone	
Email Address	

Over

Our Policies:

- We will provide an orientation and opportunities for additional training for volunteers.
- We will provide the opportunity for satisfaction surveys for volunteers as well as grievance procedures as requested for both volunteer and agency.
- We will protect all volunteers' privacy and will destroy the portion of any forms and background checks that contain private information.
- Choosing to volunteer with Nations Ministry Center, all volunteers assume responsibility for themselves and their personal belongings while they are in our Refugee Center or working with our clients.

Agreement and Signature:

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am selected as a volunteer, I must submit to a criminal background check.

Signature: _____ Date: _____



NOTICE, AUTHORIZATION AND RELEASE FOR PROCUREMENT OF AN INVESTIGATIVE VOLUNTEER REPORT

I, the undersigned volunteer, do hereby authorize Nations Ministry Center by and through its independent contractor, KROLL BACKGROUND AMERICA, INC, ("KBA"), to procure investigative reports on me. I understand that this authorization and release shall be valid while I am a volunteer with Nations Ministry Center for the purpose of investigating any incidents of workplace misconduct or criminal activity.

These above-mentioned reports may include, but are not limited to, information as to my character, general disposition, and personal characteristics, discerned through personal references, personal interviews, social security number verification, present and former addresses, criminal and civil history/records, and any other public records accessed by our contractor.

I further authorize any person, business entity or governmental agency who may have information relevant to the above to disclose the same to Nations Ministry Center by and through KBA, including, but not limited to, any and all courts, public agencies, and law enforcement agencies, regardless of whether such person, business entity or governmental agency complied the information itself or received it from other sources.

I understand that I am entitled to a complete and accurate disclosure of the nature and scope of any investigative report of which I am the subject, upon my written request to KBA, if such is made within a reasonable time after the date hereof. I understand that any information obtained from these reports will be reviewed by a subcommittee of the Nations Ministry Center steering team, and will remain confidential. Further, I understand that Nations Ministry Center will retain this signed release for five years after the signed date and after this background check is cleared will destroy the confidential information listed below for security purposes.

Signature: _____ Date: _____

Identifying Information for Consumer Reporting Agency

Printed Name: _____
First Middle Last

Other Names Used (alias, maiden, nickname) _____

Years Used _____

Current Address: _____

Former Address: _____

Gender: _____ Phone Number: _____

Driver's License Number: _____ State of Issuance: _____

Social Security: _____

Date of Birth: _____