



Hispanic Unity of Florida

Volunteer Opportunity

Job Title: Citizenship Instructor for Adults
Reports To: Program Coordinator
Classification: Volunteer
Schedule: TBD
Dated Released: August 2017

Summary:

The Volunteer Citizenship Instructor teaches English literacy and U.S. History and government to adult Lawful Permanent Residents to prepare them for the naturalization interview and test to become a U.S. citizen.

Instructors for Citizenship Program – Areas of Assistance:

- Conducts routine group education classes on naturalization process, U.S. history and government and civic engagement at the assigned libraries
- Does mock interviews for students
- Explains USCIS naturalization eligibility requirements, rights and responsibilities of the Lawful Permanent Resident and US Citizen
- Ensures that students understand main issues and concepts of the naturalization process
- Distributes class materials to students
- Suggests new class materials to the Program Manager
- Ensures that all students sign in and complete in-take forms at each class
- Collects attendance sheets and completed in-take forms.
- Participate and promote Hispanic Unity as a Social Services Agency
- Perform other job related duties as required.

Qualifications:

The ideal volunteer should have a strong sense of commitment to the principals and values of Hispanic Unity of Florida. H/she shall demonstrate deep knowledge and full understanding of U.S. History and government. Instruction experience is a plus. Strong written and oral communication skills are a must. This position requires strong organizational skills.

I have read this volunteer opportunity description and understand my responsibilities.

Volunteer Signature _____ Date: _____

Manager's Signature _____ Date: _____

"This volunteer opportunity description is not an employment agreement or contract. Management has the exclusive right to alter this volunteer opportunity description at any time without notice".

Hispanic Unity of Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Magaly Alvarado
Sr. Program Manager
2017