

VOLUNTEER POSITION DESCRIPTION

Title: Gateways Program Coordinator

Purpose: To oversee and manage the Gateways Program at the JCCGW. Gateways offers English as a Second Language (ESL) and US Citizenship classes to immigrants from the Former Soviet Union. These classes have allowed more than 100 senior adults per year to learn and practice their language skills through grammar work and conversation, enabling them to feel welcomed and connected to each other and the greater community.

Description of Duties:

- Act as a JCCGW liaison to the five volunteer instructors, assisting them with what they may need to prepare for the classes (photocopies, room set-up, etc.)
- Manage messages and information on the Gateways hotline
- Communicate with program participants and instructors with updates and changes to the program
- Oversee classes and assist program participants as needed

Qualifications:

- Strong communication skills
- Basic computer and administrative skills
- Russian language proficiency preferred but not required

Time Requirements:

- Summer:
 - Wednesdays, Thursdays, and Fridays from 9:30 to 11:30am
- Fall:
 - Tuesdays and Thursdays from 9:30 to 11:30am

Orientation/Training:

- Volunteers will be oriented and trained by the Volunteer Coordinator and Gateways Director prior to their service

Evaluation and Reporting Procedures:

Volunteers must sign-in on the Volunteer Time Log at the Front Desk of the JCCGW upon arrival and departure.

Location: Classes are held in classrooms and the library at the JCCGW, 6125 Montrose Road, Rockville, MD 20852

Supervisor:

Debbie Sokobin, Director of Senior Adult Programs, 301-348-3760, dsokobin@jccgw.org

Agency Contact:

Jennifer Wenk, Member/Guest Services Director, 301-348-3850, jwenk@jccgw.org

About the Organization: The mission of the Jewish Community Center of Greater Washington (JCCGW) is to create a welcoming and inclusive environment, connecting people of our Jewish community with each other, Israel, and the broader community. We provide programs, classes, and safety-net services to people of all ages and backgrounds, enhancing their social, physical, intellectual, and spiritual well-being.