

**HIAS Immigration & Citizenship
Citizenship Class Instructor Volunteer Job Description**

Purpose: To facilitate citizenship preparation classes for citizenship applicants at various stages of their application process. This includes teaching interview skills, English reading and writing, U.S. history and civics. A full session of classes is typically 11 weeks. A general curriculum is provided by HIAS Immigration & Citizenship.

Site & Time:

- Classes may take place in-person at a variety of locations in Chicago or the north or northwest suburbs including, but not limited to, JCFS offices and local libraries
- Classes may also take place via Zoom
- Times vary; may be daytime or evening

Traits

- Ability to display an energetic and positive attitude
- Personable with the ability to exhibit strong interpersonal communication skills
- Flexible with the ability to go with the flow and adjust lesson plans as needed
- Comfortable working with individuals of diverse faiths and backgrounds and varying language abilities
- Teaching experience with English language learners is preferred but not required

Responsibilities

- Commit to teaching a full session of citizenship class over the course of a minimum of 11 weeks
- Prepare for each class by reviewing the curriculum and relevant materials; create or modify lesson plans as needed
- Engage students in learning and activities that address the main components of the citizenship exam and interview, including interview skills, U.S. history and civics, English reading and writing
- Work with HIAS Immigration & Citizenship’s Outreach and Education Specialist to implement best practices, along with registration, pre- and post-tests for students
- Consult with HIAS staff should a student have specific questions about their eligibility or N400, Application for Naturalization
- Once class has begun, be the first point of contact for students. This includes responding to questions about classes or class materials, following up after absences, and checking for levels of understanding should there be concerns
- Attend occasional citizenship instructor trainings if possible

Key Interactions

Clients	Staff		
Volunteers			

If interested, please email volunteers@jcfs.org.