



C.I.E.L.O. Project/Radio Ranch

ESL Volunteer/Staff Contract

The CIELO Project at Radio Ranch organizes English as a Second Language classes that are empowerment based with curriculum that is meaningful to the lives of the students. Your role as a volunteer is essential in maintaining our space as anti-oppressive and empowering.

As an ESL volunteer/staff for the CIELO Project at Radio Ranch I will make a commitment of

_____ to begin on _____.

I understand that I can re-evaluate this commitment with the Site-Coordinator at any time. I will demonstrate respect for the Ranch and the students. I understand that I am working in service to the empowerment of the immigrant community. While I am a volunteer I will strive to create an anti-oppressive space at the Ranch by adhering to the following guidelines.

- 1. I will contact the ESL coordinator as soon as I can (48 hours before classes, when possible) in the event that I have to miss a class to ensure that a substitute can be found.**
- 2. I understand that the immigration/legal documentation status of students is a private and confidential matter. Therefore I will not inquire at any time about the Immigration/legal documentation status of students or volunteers.**
- 3. I will arrive at the Ranch a half-an-hour early (6:00 PM) to prepare for classes.**
- 4. I will keep the names and information I learn about students confidential.**
- 5. If I plan on doing an academic study or project that includes my work at ESL I will discuss this with the Site-Coordinator and maintain communication throughout my project about respectful protocol of research and study.**
- 6. I agree to participate in program planning activities, meetings and discussions around improving services, developing teaching skills and anti-bias education.**

I understand that this document is not a legally binding contract. It is however an agreement that I adhere to as long as I am a part of the CIELO community.

Name

Signature

Date