



**CIELO Project at Radio Ranch**  
3102 8<sup>th</sup> Ave. NE Olympia, WA 98506  
CIELO Project: 360-709-0931

Prospective Volunteers:

Thank you very much for your interest in volunteering with the CIELO-English as a Second Language Program. The CIELO-ESL program is a wonderful opportunity to work with people, participate in cultural exchange, and give something back to the community. Volunteers and staff at CIELO often say that this experience enriches their lives in ways they never anticipated. We are excited that you are thinking about how you might fit in with the organization.

The purpose of this letter is to give some background information on the project and explain the volunteer application process. **The English as a Second Language program at CIELO strives to provide meaningful, relevant, student-centered English language instruction in an environment that is empowering and conducive to building community.** The program site is Radio Ranch, a beautiful ranch located in east Olympia off of Martin Way. Our classes meet on Tuesday and Thursday evenings from 6:30-8:30, and students are divided into three or more groups depending on their experience with the English language. The class meets on a quarterly calendar, and volunteer teachers commit to teaching one or two days a week for two sessions (approximately six months) Volunteers also commit to arriving at the Ranch no later than 6:00pm to prepare for classes.

The volunteer application process has several steps:

1. After reading this packet, you submit your application to CIELO and signed contract.
2. The ESL Director will call you to explain what positions are available and arrange an interview.
3. If you are selected to be a volunteer teacher at CIELO, you will attend a volunteer orientation at the ranch, observe at least three classes, and attend a two-day basic ESL training offered by the Literacy NOW at several locations.
4. When you and the ESL Director feel that you are ready, you will begin to teach or team-teach. The first two months are considered a probationary period during which you will be supported and observed by the ESL Director and the Curriculum Coordinator.

Please take some time to look over the enclosed materials and familiarize yourself with the goals and philosophy of the program to see if they match with your own interests and work style. You will find a brief history of the ESL program and an application form. After I receive your completed application, I will call you to schedule an interview. Thanks!

Sincerely,

Natalia Palomino  
ESL Program Director  
CIELO Project at Radio Ranch