



GBCI English Conversation Program Coordinator Position Description

Job Title: English Conversation Program Coordinator

Position Type: Contract (Consultant)

Location: Gaithersburg Beloved Community Initiative at Asbury Methodist Village, Gaithersburg, MD

Duration: August 2025-June 2026

Hours: 10-15 hours/week

Compensation: \$28/hour

About GBCI: GBCI is an intergenerational organization that strives to build relationships based on mutual caring, sharing, and learning between the residents of Asbury Methodist Village and individuals and organizations in the greater Gaithersburg community. GBCI forges these intergenerational relationships and community partnerships to promote social justice and build resilience in and improve the lives of children, youth, families, and older adults. We do this by:

- Mentoring and tutoring elementary, middle, and high school youth;
- Offering weekly conversation classes for adult English language learners;
- Engaging parents and children in an early literacy program;
- Supporting our neighbors in Gaithersburg in efforts to create and maintain a safe and secure community.
- Engaging in organizing and advocacy for equity and access on social issues in Montgomery County and the Maryland state level.

Position Summary:

The GBCI English Conversation Group (ECG) is in its 15th year working with adult English language learners to learn and improve conversational English (vocabulary, grammar, reading comprehension, writing, pronunciation) by engaging in language development activities with older adult volunteers. Participants and volunteers work in small groups or one on one as partners. The ECG meets in Gaithersburg at Asbury Methodist Village. In addition to advancing English, the class serves as a vehicle to share information about resources in Montgomery County, as well as a path for developing intergenerational friendships and building a sense of community among participants and volunteers.

GBCI is seeking a passionate, dedicated, organized English Conversation teacher/facilitator to facilitate the coordination of the program serving 40-60 participants across two class levels- beginner and intermediate, and design and plan English Conversation lessons that are delivered through a combination of large group, small group, and 1-1 activities, utilizing older adult volunteers to work directly with the participants.

This is a part-time contract position and requires the English Conversation Program Coordinator to be on-site on Wednesdays from 9:00am-11:30am. The class meets from 9:30-10:45am. The additional work hours include occasional in-person planning meetings with volunteers and program coordination/planning time that can be done on-site or remote. The English Conversation Program Coordinator reports to the Executive Director & Program Manager.



GBCI English Program Coordinator Responsibilities:

- Design and develop beginner English Conversation lessons and program curriculum using several provided ESOL curriculum materials (Ventures, Easy English News, English for Everyone, etc.)
- Oversee curriculum development and lesson planning for the intermediate class. Currently, the intermediate class lesson plans are prepared by the intermediate volunteers, with support from the ECG Coordinator. The ECG Program Coordinator will attend their planning meetings and be in the loop about their lessons. In the case where there is a transition or a change in the Intermediate class, the ECG program coordinator is responsible for identifying new volunteers to help lead and collaborating in creating lessons to use in the class. In the beginner class, the program coordinator will work with interested volunteers to gather ideas for lesson plans. The ECG program coordinator organizes and designs class agendas, lessons and activities each week. The ECG Program Coordinator will archive all lesson plans and curriculum plans in GBCI folders and office storage.
- Teach and lead beginner classes and support interested volunteers in leading specific sessions.
- Cultivate a supportive and inclusive learning environment that promotes small group/1-1 conversation, cultural sensitivity, and student confidence.
- Use a variety of instructional strategies including textbooks, audio-visual aids, conversation prompts and real-life scenarios.
- Ensure necessary materials for lessons are provided to participants and volunteers (copies of lesson plans/activities, notebooks, books, teaching props, other supplies and materials) giving participants and volunteers access to a range of supplies and tools.
- Work in collaboration with ECG volunteers nurturing relationships, maintaining regular communication including weekly updates, and ensuring smooth coordination in executing the program alongside volunteers.
- Collaborate with GBCI staff and stakeholders to align instruction with curriculum and program goals.
- Track class registration process from start to finish with editing registration forms, embedding information into a flyer used to advertise the class, collect necessary information from participants, ensure all required forms are completed and organized in GBCI files, and track weekly attendance.
- Lead email and phone communication for beginner and intermediate class participants.

GBCI English Program Coordinator Hours Breakdown:

The English Conversation Group meets on Wednesdays from 9:30am-10:45am, starting at the end of September. There are 11 class sessions in the Fall, and 11 class sessions in the Spring semester. The ECG program coordinator should plan to be present from 9:00-11:30am on class days.

Program Dates:

Fall 2025 Semester: 11 sessions

- September 24



- October 1, 8, 15, 22, 29
- November 5, 12, 19 (Nov 26-Thanksgiving week-No ECG Class)
- December 3, 10

Spring 2026 Semester: 11 sessions

- February 25
- March 4, 11, 18, 25
- April 8, 22, 29 (April 1 and 15: No school MCPS-No ECG Class)
- May 6, 13, 20

Total Sessions in 2025-2026 school year: 22 sessions

Planning time: Outside of class, the ECG program coordinator will work 9-12 hours per week. This time can be hybrid—split between office and work from home. As part of planning the coordinator will work with the intermediate class volunteers to attend their semester planning sessions. The program coordinator will schedule planning meetings with the beginner volunteers to receive lesson ideas and go over lesson plans before implementing them in the class.

Qualifications-

- Strong command of the English language—grammar, speaking, and writing skills.
- Some ESOL teaching or related field experience, TESOL certification preferred.
- Deep passion for teaching Adult English language learners.
- Familiarity with strategies used to acquire and develop language, teaching approaches, and assessment tools.
- Excellent interpersonal and communication skills to effectively engage with students, volunteers, colleagues and program stakeholders.
- Experience in working in a diverse community, and applying cultural sensitivity to all aspects of the program.
- Computer literate and proficient in technology.
- Bilingual English and Spanish is highly preferred.
- Bachelor's degree in education, ESOL, or a related field is preferred but not required.
- Highly self-motivated with leadership skills to guide a team of volunteers in utilizing their skills and taking on roles in the classroom.

To apply:

Submit resume, including two professional references to: info@gaithersburgbelovedcommunity.org. Please title your email-: **English Conversation Program Coordinator attn: Anne Ellestad**. We are hiring for this position immediately. Resumes will be reviewed on a rolling basis, and the position will be open until filled.

Additional questions or inquiries can be directed to: info@gaithersburgbelovedcommunity.org.