



ESL Book Club Leader

Reports to: Shannon O'Leary, International Services Librarian

The Novi Public Library is seeking a dynamic and experienced English Language Instructor to lead our 16-week ESL Book Club program. This engaging library initiative meets twice a week, every other week and focuses on the same book for the entire duration of the program. It is designed to support adult English language learners in building their vocabulary, improving conversation skills, and fostering a love for reading.

The ideal instructor is passionate about teaching English, skilled in facilitating group discussions, and committed to creating a welcoming, interactive learning environment. Responsibilities include reading the selected book in advance, preparing vocabulary handouts for each session, and guiding meaningful discussions that enhance language comprehension and fluency.

Primary Duties & Responsibilities:

1. Lead engaging book club sessions focused on building English language skills through reading, discussion, and vocabulary development.
2. Prepare and distribute vocabulary handouts and discussion questions for each weekly session based on the selected book.
3. Foster a welcoming, inclusive environment that encourages participation and supports language learners of varying proficiency levels.
4. Facilitate meaningful group conversations that enhance comprehension, speaking confidence, and cultural understanding.
5. Incorporate a variety of instructional strategies and materials—including reading passages, multimedia, and real-life context—to enrich the learning experience.
6. Monitor student engagement and adapt discussions to meet the evolving needs and interests of participants.

Required Qualifications:

1. Active TOEFL or TEFL Certification OR 2 years of prior ESL/ESOL/ELL/ELD teaching experience OR 2 years of prior adult education experience
2. Excellent command of the English language, with a strong emphasis on spoken

- and written English
3. Enthusiastic, positive, friendly, self-motivated, creative and approachable
 4. Strong organizational skills and attention to detail
 5. Proficient in MS Office, Google Suite, and other computer related technology
 6. Excellent verbal, written and interpersonal communication skills
 7. Values diversity in the community

Presentation Environment:

May be required to: sit, stand, bend, and/or walk for extended periods of time; carry books and use a computer and overhead projector.

Hours: This is a sixteen (16) week engagement, with an estimated commitment of approximately three (3) hours per week, every other week. The program is expected to run from September 2025 through December 2025. Two sessions will run concurrently, (one morning and one afternoon) every other week. Specific days and times are flexible and will be coordinated based on the selected instructor's availability. No weekend availability needed.

Program Compensation: \$25 per hour

Application: Applicants must fill out all appropriate paperwork and pass a background check in order to be considered for this opportunity. Please submit a resume and cover letter detailing why you should be considered to Shannon O'Leary at soleary@novilibrary.org.

Application Deadline: June 20, 2025