

Basic Education for Adults (BEa) Classroom Assistant

Department: Education Services

Reports to: Classroom Instructor and Volunteer Services Manager

Summary: The BEa Classroom Assistant is a volunteer position that is dedicated to Tacoma Community House's mission of *creating opportunities for immigrants and other community members in the Puget Sound region through comprehensive services focused on self-sufficiency, inclusion and advocacy*. This position works alongside the classroom instructor with adult learners that are preparing to take the GED and substantially contributing to students' development in a personal, meaningful way.

Training:

- Volunteer Orientation
- 1:1 training with Classroom Instructor
- Working with Adult Learners (optional)

Commitment:

- 2-4 days/week
- 4 hours/week
- 2 quarters (6 months)

Duties:

- Assist the instructor with classroom duties
- Work with small groups as directed by the instructor
- Record and report hours spent with students each month
- Meet with the instructor to discuss and evaluate the day's activities

Qualifications:

- Genuine interest in and respect for people with diverse cultural and socio-economic backgrounds
- Willingness to learn new skills and contribute ideas and energy to the classroom
- Outgoing personality, enjoys conversation
- Patience and sensitivity to the needs of adult students

Benefits:

- Provide direct help to volunteers who are helping the undereducated learn basic skills
- Participate in a successful program with other volunteers
- Add to personal resumes and potential references
- Open opportunities for further training

Hours Available: 1 hour blocks, Monday-Thursday 9am-10am

Specific Needs:

Mondays/Tuesday/Wednesday/Thursday

- 9-10am Math –Basic Algebra to include linear equations ($y=2x+b$)