

## Citizenship Practice Assistant

**Department:** Immigration Services

**Reports to:** Classroom Instructor and Volunteer Services Manager

**Summary:** The Citizenship 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 supports the Classroom Instructor to prepare adults seeking American Citizenship. Class consists of legal permanent residents or LPRs who are preparing for the citizenship test, including preparation for the oral interview. The volunteer also assists program staff in recruiting, screening and progress testing students enrolled in citizenship related programs.

**Training:**

- Volunteer Orientation
- 1:1 training with Classroom Instructor

**Commitment:**

- 1 day/week
- 2 hours week

**Duties:**

- Assist instructor as needed in the classroom.
- Help Lawful Permanent Residents (LPRs) scheduled for interview practice interview skills, including N-400 form, 100 questions, and their written and oral English.
- Tutor LPRs who are unable to attend citizenship classes.
- Assist in intake and progress testing.

**Qualifications:**

- Genuine interest in and respect for people with diverse cultural and socio-economic backgrounds.
- Ability to work in a team situation.
- Ability to communicate effectively in English – both orally and in writing.
- **Fluency in Spanish, Vietnamese, or Russian is highly desired.**
- 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 neighbors that are seeking citizenship.
- Participate in a successful program with other volunteers.
- Add to personal resumes and potential references.
- Open opportunities for further training.

**Citizenship Practice Schedule**

- Fridays from 10-12pm