English Language Acquisition (ELA) Classroom Assistant

Department:  Education Services  
Reports to:  Classroom Instructor and Volunteer Services Manager  

Summary:  The ELA 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 limited English speakers in a fun classroom setting, 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 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:  2-3 hour blocks, Monday-Thursday 9am-8pm

Specific Needs:  
Mondays/Tuesday/Wednesday  
- 9am-12pm (refugee learners mostly) __Thong __Linda __Michelle  
- 1-3pm __Linda __Michelle  
- 6-8pm __Linda __Karen __Julie __Michelle

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