

## 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