Limited English Proficiency Employment Class Assistant

Department: Employment Services
Reports to: Volunteer Services Manager & Employment Services Manager

Summary: The Employment Class Assistant position is a volunteer 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 serves with the Employment Services staff to assists community members with gaining recent work experience through classroom workshops that prepare clients for internships or finding sustainable employment.

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

Commitment:  
- 3 hours/week  
- As your schedule allows

Duties:  
- Help students in computer lab with job readiness skills, resume building, job searching  
- Record and report hours spent in classroom monthly  
- Meet with Workshop Instructor as needed to discuss/assess client progress.  
- Assist with workshop activities

Qualifications:  
- Genuine interest in and respect for people with diverse cultural and 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 adults with employment needs  
- Participate in a successful program with other volunteers  
- Add to personal resumes and potential references  
- Open opportunities for further training

Specific Needs:  
- Fridays 9am-12pm