



## C.H.E.E.R. Class Assistant

**Department:** Employment Services

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

**Summary:** The CHEER 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 assist community members with completing online/in class coursework to gain skills and certification in a Childhood Early Education Resource Program. This program is geared to immigrants and refugees.

### Training:

- Tacoma Community House Orientation
- C.H.E.E.R. Orientation
- Working with Adult Learners (optional)

### Commitment:

- 4-8 hours/week
- 10 weeks
- Volunteer are encouraged to commit to multiple shifts to build stronger relationships with the students

### Duties:

- Help students in the classroom with curriculum on Chromebooks – assist with opening PDFs, answering questions, and guiding through short projects
- 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 seeking a career in early childhood instruction
- Participate in a successful program with other volunteers
- Add to personal resumes and potential references
- Open opportunities for further training

### Specific Needs:

\_\_\_\_\_ Mondays 1-5pm

\_\_\_\_\_ Tuesdays 1-5pm

\_\_\_\_\_ Wednesdays 1-5pm

\_\_\_\_\_ Thursdays 1-5pm