



TACOMA COMMUNITY HOUSE
EDUCATION • EMPLOYMENT • IMMIGRATION • ADVOCACY SINCE 1910
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 assist 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