



POSITION TITLE:	Classroom Assistant	REPORTS TO:	Instructor, Education Manager, & Volunteer Services Coordinator
SCHEDULE & HOURS:	Flexible, 2 times per week	TIME COMMITMENT:	3-6 months

OPPORTUNITY SUMMARY:

Tacoma Community House enrolls hundreds of students per school quarter in our English Language Acquisition (ELA) classes. These classes help adults improve their English listening, speaking, reading, and writing skills. We have classes all year-round, Monday through Thursday, at various times in order to accommodate students' schedules. Classes go from Level 1 (basic) to Level 6 (intermediate). By learning the language in a supportive, welcoming environment, students gain the confidence to use English in everyday situations.

As a Classroom Assistant, you will be assisting the instructor in administering their curriculum and giving extra support to students as needed.

QUALIFICATIONS:

- Preferred some experience working in education either as a teacher or paraprofessional
- Preferred experience with tutoring and working with ELA students
- Passion for the mission and vision of Tacoma Community House
- Ability to build rapport with diverse groups of people across the community from different social, cultural, economic, and educational backgrounds.
- Deep respect and compassion for underserved communities
- Patience and ability to meet students where they are

KEY RESPONSIBILITIES:

- Assisting instructors with classroom activities
- Admin tasks such as printing papers or grading
- Regular participation and attendance

STEPS TO APPLICATION:

If you are interested in participating as a Classroom Assistant, please email our Volunteer Services Coordinator at americorps2@tacomacommunityhouse.org or fill out our inquiry form on our website here.

We Are a Welcoming Workplace

Diversity, Inclusion, Empowerment, and Belonging are an integral part of who we are – our history, our culture, and our identity. These values lead us in our operations as we strive to build and nurture a workforce that reflects the communities we serve and connects to each other in our dedication to equity and social justice.

Tacoma Community House (TCH) is committed to increasing the diversity of its staff and clients and to strengthening sensitivity to diversity throughout the agency. In our relationships with staff, our participants, and our community, TCH does not discriminate on the basis of race, color, sex, religion, creed, age, national origin, marital or military status, sexual orientation, gender identity, the presence or perception of any sensory, mental, or physical disability, genetic information, or any other status or characteristic protected by local, state, or federal law. Applicants in need of accommodation are encouraged to call (253) 383-3951.

Tacoma Community House is an equal opportunity employer.