

English Language Learning Classroom Assistant

job opening: Volunteer

Application Deadline: Monday, August 23, 2021

Job Title: **English Language Learning Classroom Assistant**

Open positions: **2-6 assistants needed (dependent on class size)**

Job Time Type: **Volunteer (3-6 Hours per week)**

Job Description: The Lake Area Improvement Corporation (LAIC) is a 501(c)(3) organization seeking a Volunteer Classroom Assistant to assist our English Language Learning class teachers.

Class: Madison Community English Language Learning Class - Fall 2021

Location: Madison Community Center, meeting room, 500 NE 11th Street

Start: Tuesday, September 7th through December 16th, every Tuesday & Thursday Time: 6:30 p.m. to 8:00 p.m.

Teacher Curriculum/Resources: Teacher's book, worksheets, videos; National Geographic Learning - Stand Out: Basic

Requirements:

- Proficient in Spanish and English
- High School Diploma or Equivalent
- Computer skills, Word, Excel, email, familiarity with Google Drive

Overall:

- This should be an incredibly rewarding experience for both you and the students.
- All the students are adults (many with a spouse and children).
- Most students have full-time jobs.
- Be positive, patient and encouraging with students.
- Provide a comfortable learning environment where students are excited to return to class.
- Assist the class teacher in using a variety of ways to teach (white board, games, songs, dictation, interaction with each other and repetition).
- Assist students with questions while teacher is teaching.

Topics covered with curriculum:

- School (how to call and tell the school their child is sick).
- Shopping (how to pronounce common words in a store, ask where something is located).
- Workplace (how to ask for help, report an injury).
- Bank (how to set up an account, withdraw cash, how to count money)
- Time, Dates, Calendar, Numbers
- Clinic (how to make an appt)
- Police (how to ask for help, report a crime)
- Topics related to everyday life

A background check will be required for employment consideration.

**Submit Cover Letter, Resume and References (.pdf preferred) by
Email to: Kari@madisonworks.com**

**Employer Information:
Lake Area Improvement Corporation
315 S Egan
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Madison, SD 57042
Contact: Kari Blom
Phone: (605) 256-0797**