



## **JOB DESCRIPTION FOR VOLUNTEER TEACHER'S ASSISTANT LITERACY COALITION OF CENTRAL TEXAS - ENGLISH @ WORK**

**Summary:** A program of the Literacy Coalition of Central Texas, English @ Work is committed to providing quality instruction to our adult English as a Second Language (ESL) students. We are currently looking for caring and enthusiastic volunteers to assist instructors in the classroom.

Literacy is more than knowing how to read—and language is opportunity. We strive to have students feel confident in their ability to communicate and become more independent at their workplace. English @ Work instructors enter worksites across Central Texas bringing English lessons to employees motivated to learn. Alongside our instructors, you will use our one-of-a-kind curriculum customized to the workplace and to students' job descriptions.

As a volunteer, you will help the instructor by demonstrating a variety of conversations, participating with students in small group activities and work one-on-one with individual students. Most importantly, if you are having fun and participating in the class, students will join too!

### **Essential Duties and Responsibilities:**

- Check in with instructor to work out a plan that will meet the specific needs of your students
- Model conversations
- Work one-on-one with students who need extra assistance
- Help ensure students are engaged in lessons
- At the end of the course, participate in class graduation celebration

### **Requirements:**

- Must be tolerant and patient
- Attend two-day English Forward Instructor Training within the first 6 months of volunteering
- Must work well in a team
- Must have reliable transportation
- Be courteous and personable when dealing with students and worksite personnel

### **Training & Supervision:**

- Teaching experience is preferred but **not** required

### **Time Commitment:**

- 1.5 to 3 hours per week

### **Benefits:**

- Helping students reach their full potential
- Gaining experience in nonprofit and adult education setting
- Volunteer community hours
- Bragging rights for being a part of one of the best ESL instruction teams in all of Central Texas!

**SIGN UP TO VOLUNTEER: [willread.org/volunteer](http://willread.org/volunteer)**

Thank you for being part of our team!