



Position Description

Type of Position: LINKS AmeriCorps Member

Length of Term: 45 hours per month over 10 months. 450 hours total.

Application Deadline: Open until filled.

Service Dates: October 1, 2009 to July 31, 2010. These dates may be flexible.

Interviews: Applicants are interviewed & placed on an on-going basis until positions are filled. Interviews are underway.

Position Title: ESL Instructional Aide (1 position)

Project Sponsor: SE Works

Sponsoring Organization's Mission: SE Works' mission is to strengthen the economic health and well being of our diverse southeast Portland community by facilitating successful connections between job seekers and employers.

Project Location: 6927 SE Foster Rd.

Transportation Information: SE Works is close to bus lines 14 and 17.

Position Summary: The ESL Instructional Aide tutors adults studying English as a Second Language (ESL) in SE Works' Community Learning Center (CLC). The member will facilitate one-on-one tutoring sessions and small classes (2-7 participants) that help students improve skills in speaking, reading, writing, and understanding English. In addition, the member will develop learning plans that reinforce student learning goals and needs, as well as help students acclimate to their surroundings.

General Responsibilities (to include, but not limited to):

1. Facilitate one-on-one and small group tutoring sessions for adults in the CLC.
2. Develop and implement learning plans that help students improve skills in speaking, reading, writing, and comprehending English.
3. Develop and implement educational sessions that help students address and understand various cultural differences and norms.
4. Track student participation and progress (using written and electronic formats) in tutoring sessions and learning activities.
5. Attend and participate in ESL program activities and volunteer tutor trainings.
6. Complete and submit all necessary LINKS AmeriCorps Program paperwork and reports in a timely manner.
7. Attend and complete LINKS AmeriCorps Program orientation and enrollment session.
8. Wear an appropriate LINKS identifier and required safety gear while performing service or attending official events.

Requirements:

1. Must be at least 18 years of age.
2. Pass a criminal background check (SE Works operates an alternative education program and requires all staff, volunteers, and AmeriCorps members in the CLC to pass a background check).
3. U.S. citizen, national or lawful permanent resident.
4. Possession of a high school diploma or equivalent, or commit to earning one prior to receiving an education award.
5. Ability to commit to the full term of service for which they are applying.
6. Submit to a criminal history background check and National Sex Offender Registry search.
7. Regular and reliable attendance.

Preferred Qualifications:

1. An independent, self-motivated, creative, and resourceful individual who enjoys working with diverse groups of people.
2. Experience and/or desire to teach English as a Second Language.
3. Strong organizational and interpersonal communication skills.
4. High school diploma or GED.

Member Benefits Include:

- Upon successful completion of a term of service, eligible members receive an education award of \$1,250. The education award can be used to repay qualified student loans, for further education in an accredited institution of higher learning, vocational or for trade schools. The education award is taxed in the year that it is used.
- Loan forbearance (after successful completion of a term of service, AmeriCorps will pay a portion of the accrued interest on qualified loans, which is taxable).

- Professional development and training opportunities.

How to apply:

Step 1 - Email your résumé to links.recruitment@esd112.org and to eeslinger@seworks.org

Step 2 - Complete your application online at the AmeriCorps website. [AmeriCorps Application](#)

1. If you do not already have a username and password, you must create a profile. [Create A Profile](#)
2. Once you have created a profile, log in and complete an application by clicking “Applications” under the “My AmeriCorps” menu.
3. To apply to this specific position, click “Search Listings” under the “My AmeriCorps” menu and search for program name **LINKS**.
4. Select the position listing and click “Apply Now” at the bottom of the page.

Questions about the project? Contact: Elizebett Eslinger at eeslinger@seworks.org or (503) 772-2315.

Questions about AmeriCorps, LINKS or our recruitment process? Contact:

LINKS

2500 NE 65th Ave

Vancouver, WA 98661

p 360) 750-7500 x 114

f 360) 360-694-2491

links.recruitment@esd112.org

Unable to Apply On-line? Click here: <http://www.esd112.org/links/resources.html>.

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www.esd112.org/links