



*Neighborhood House is a multi-cultural, multi-lingual center, open to all, and committed to the success of refugees and new immigrants. Providing services in the settlement house tradition since 1897 in Saint Paul, Minnesota, Neighborhood House is a first-stop agency offering essential programs that help people put down roots in their new home, learn important life skills, strengthen their families, and contribute to building a diverse and thriving community. Neighborhood House is privileged to work with people from more than fifty ethnic populations as they build and sustain productive new lives.*

## Computer Class Co-Teacher

### Community Impact:

Computer literacy classes allow learners to gain the skills needed to thrive in our increasingly electronic world. Students gain skills in typing, internet searching, and MS office software that can be used in their everyday lives. They use these skills to search for jobs, stay connected with family, access information about their children's education, study English, and pursue post-secondary and continuing education opportunities. Computer classes are a combination of self-paced lessons and group instruction. They also include lessons on essential computer vocabulary.

### Duties:

- Co-lead and model lessons and activities based on Computer Literacy curriculum
- Assist learners and answer learners' questions as they work through lessons
- Fill out lesson report form in detail and make note of any information other teachers may need
- Manage classroom attendance and notify ELL Coordinator if learners are not attending
- Other program-specific duties as assigned by the ELL Program Manager and Coordinator

### Benefits:

- Form dynamic relationships with people from many cultures
- Help welcome and adjust newly arrived families to their new life in the United States
- Gain experience in Computer Literacy instruction, lesson planning, and the learner-centered teaching model
- Learn about literacy and cultural challenges for non-native English speakers
- Enjoy a strong support system and stimulating team environment
- Have fun, make new friends, learn about yourself and your own creativity

### Qualifications:

- Able to speak, read and write English fluently
- Must be proficient in Microsoft Word, PowerPoint and Internet search skills
- Must be dependable and prompt
- Possess good inter-personal, communication and leadership skills
- Ability to interact respectfully with persons of other cultures
- Able to understand and respect confidentiality
- Must pass a criminal background check

### Time Commitment:

A minimum commitment of 1.5 hours per week for 10 weeks is required. Volunteer opportunities are available Mondays and Wednesdays from 1:30-3:00pm. or Tuesdays and Thursdays from 5:00-6:30.

### Training and Support Plan:

A quarterly teacher dinner and training session with mini-workshops led by MLC trainers will be offered to all volunteers.

Volunteers

who commit to 2+ quarters will also be given the opportunity to attend the ESL Tutor Pre-Service Training at The MLC.

### Location:

**Paul and Sheila Wellstone Center for Community Building**  
179 Robie Street East, Saint Paul, MN 55107

### Contact:

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**Please join us at Neighborhood House!**