



## **Internship/Volunteer Opportunity ELL Co-Teacher**

### Community Impact:

Our ELL classes focus on a learner-centered model which incorporates Basic English language instruction with American cultural lessons and daily survival skills. Co-teachers work with adult immigrants and refugees from all over the world in large and small classroom settings, as well as small group and one-on-one, to provide a comfortable learning atmosphere and aid learners in the acquisition of the skills they need to live, work and support their families in the United States.

### Duties:

- Collaborate with co-teacher in the creation of a weekly lesson plan based on curriculum provided
- Co-lead all lessons and activities planned in the classroom
- 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
- Attend quarterly teacher orientation dinner and training session
- 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 ELL, 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 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 2.5 hours per week for 10 weeks is required. Positions are available at the Wellstone Center Mon.-Thurs. 9:00 a.m. - 11:00 a.m., 11:30 a.m. - 1:30 p.m. & 6:00 p.m. - 8:45 p.m. Specific or modified hours can be arranged directly with the ELL and GED Program Staff.

### 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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