



**INTERNATIONAL RESCUE COMMITTEE
NEW YORK RESETTLEMENT OFFICE
LITERACY FOR LIFE
SUMMER 2008**

INTERN POSITION DESCRIPTION

Position: **Literacy for Life Class Instructor**

Position Location: **IRC NY Regional Resettlement Office**

Position Hours: **T and Th, 10-12; plus additional prep time**

Position Summary: The Literacy for Life Class Instructor will teach a beginning ESL and cultural-orientation class for recently arrived refugees two mornings a week. The instructor will be in charge of planning his/her class lessons, selection of class materials and will assist the Program Coordinator with curriculum development.

Key Responsibilities:

- Plan and facilitate the beginning ESL class for newly-arrived refugee clients;
- Implement interactive, learner-centered methodologies into instruction and select appropriate materials for a resettlement context;
- Communicate with the Literacy for Life Program Coordinator and tutors on individual client progress and ensure attendance is well-documented;
- Meet and work with the Literacy for Life Program Coordinator to generate additional support for the program and other related tasks as needed, such as NYC excursions for newly-arrived clients;
- Give extra support to refugee clients, as necessary.

Position Requirements:

- Prior teaching experience with ELL adults required;
- Comfort working with refugees from a variety of backgrounds, including those with limited formal education and/or literacy skills;
- Ability to adapt to changing situations; to be comfortable teaching in an open enrollment and multi-level environment;
- Good class management skills and confidence facilitating both large and small groups;
- Ability to work both independently and as part of a team;
- Responsible, dependable and dedicated.
- Ability to manage and mentor classroom assistants, if necessary
- Willingness to work with classroom assistants to improve his/her presence in classroom

If interested, contact:

Kirsten Downey

Literacy for Life, Program Coordinator

International Rescue Committee- NY Resettlement Office

Tel. 212.551.0999

Kirsten.downey@theirc.org

Position: **Literacy for Life Computer Instructor**
Position Location: **IRC NY Regional Resettlement Office**
Position Hours: **Approximately 3 hours per week**

Position Summary: The Literacy for Life Computer Instructor will teach a beginning computers class for recently arrived refugees on a consistent basis each week. The instructor will be in charge of planning his/her class lessons, selection of class materials and will assist the Program Coordinator with curriculum development.

Key Responsibilities:

- Plan and facilitate the beginning computer class for newly-arrived refugee clients, consisting, on a minimal basis, of an introduction to basic operating procedures, Microsoft Office, the internet, and e-mail;
- Implement interactive, learner-centered methodologies into instruction and select appropriate materials for a resettlement context;
- Communicate with the Literacy for Life Program Coordinator and tutors on individual client progress and ensure attendance is well-documented;
- Meet and work with the Literacy for Life Program Coordinator to generate additional support for the program
- Give extra support to refugee clients, as necessary.

Position Requirements:

- Prior teaching experience with ELL adults required;
- Comprehensive understanding of PC operating system, Microsoft Office, internet search engines, and e-mail;
- Comfort working with refugees from a variety of backgrounds, including those with limited formal education and/or literacy skills;
- Ability to adapt to changing situations; to be comfortable teaching in an open enrollment and multi-level environment;
- Good class management skills and confidence facilitating both large and small groups;
- Ability to work both independently and as part of a team;
- Responsible, dependable and dedicated.

If interested, contact:

Kirsten Downey
Literacy for Life, Program Coordinator
International Rescue Committee- NY Resettlement Office
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Position: **Literacy for Life Group Tutor**

Position Location: **IRC New York Regional Resettlement Office**

Position Hours: **Friday, 10-12; plus additional prep time**

Position Summary: The Literacy for Life Group Tutor volunteer will teach ESL and cultural orientation concepts to a beginning, intermediate, or advanced-level group of recently arrived refugees. The instructor will be in charge of planning his/her lessons, the selection/production of his/her lesson materials, and collaborating with their students' ESL teacher to provide holistic instruction.

Key Responsibilities:

- Plan and facilitate tutoring lessons for groups (2-5 people) of newly-arrived refugee clients;
- Implement interactive, learner-centered methodologies into instruction and select appropriate materials for a resettlement context;
- Communicate with the English Language and Literacy Coordinator on individual student progress and/or struggles
- Communicate with Program Coordinator, Beginning/Advanced ESL instructors, and fellow tutors on individual client progress and ensure attendance is well-documented;
- Attend Literacy for Life team meetings
- Give extra support to refugee clients, as necessary.

Position Requirements:

- Prior teaching experience with ELL adults required;
- Comfort working with refugees from a variety of backgrounds, including those with limited formal education and/or literacy skills;
- Ability to adapt to changing situations; to be comfortable teaching in an open enrollment and multi-level environment;
- Confidence facilitating both large and small groups;
- Ability to work both independently and as part of a team;
- Responsible, dependable and dedicated.

If interested, contact:

Kirsten Downey

Literacy for Life, Program Coordinator

International Rescue Committee- NY Resettlement Office

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