



1694 Como Ave, Saint Paul, MN 55108 • Phone: (651) 647-0191 • Fax: (651) 647-9268 • www.iimn.org

Hospitality Volunteer—Hospitality Careers Pathway Program

Position available: Classroom assistant

Time Commitment: 4-12 hours/week between 11 am and 3pm, Mon – Fri.

Supervised by: Lynn Thompson, Program Manager and Instructor

Number of Positions Open: 1

Description:

The Hospitality Volunteer will assist students in IIM's Hospitality Careers Pathway Program with work readiness skills, vocabulary review, basic computer skills i.e. email and basic internet searches. The Hospitality Volunteer will work directly with students in the Hospitality Program as they practice for job interviews and prepare for the American workplace environment.

Volunteers who have enjoyed this internship in the past have been patient, good listeners, energetic, comfortable with independent problem-solving, and interested in tutoring.

Qualifications:

- o Interest in ESL learners and ability to work with diverse groups of students
- o Good communication with low level English speakers
- o Ability to work flexibly, independently problem solve, and identify solutions to issues that arise
- o **Demonstrated interest in refugee and immigrant issues**

Duties:

- o Assists hospitality learners in practicing for interview and acquiring necessary vocabulary
- o Assists instructors with class activities
- o Supports individual students with learning needs
- o Helps create an energetic and positive environment for adult learners
- o Helps learners develop essential skills for working in the US.

We encourage current and potential volunteers to attend a Minnesota Literacy Council volunteer training session. This four-session, 12-hour training will provide you with the skills and information you need to effectively volunteer in Adult English Language classrooms. Please visit the Minnesota Literacy Council website for additional information.

<https://mnliteracy.org/volunteers/training>