



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

### **Leadership Volunteer—Hospitality Careers Pathway Program**

**Position available:** Classroom assistant

**Time Commitment:** 3 hours a week; Thursdays 9am – 12pm

**Supervised by:** Lynn Thompson, Program Manager and Instructor

**Number of Positions Open: 1**

Our Hospitality Career Pathway Program has volunteer opportunities during our work readiness skills class. This class helps to prepare students to apply for jobs with lessons such as resume writing, interviewing, job applications and worker's rights. The students in this class are advanced English Language Learners who are often looking for advancement in their careers or switching careers.

#### **Position Description:**

Assist teachers with classroom activities. Work in small groups or one on one with students in the classroom. Tutoring time outside of classroom hours can be set up based on volunteer and student availability.

#### **Candidate Profile:**

- Experience teaching or tutoring adult learners, preferred
- Experience working with English language learners, preferred
- Good communication skills
- Enthusiasm, flexibility, and a desire to listen, talk, and learn with New Americans

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>