



**Title:** ELL Teacher's Assistant

**Purpose/Objective:** To build relationships between English Language Learners and other community members through English-language instruction

**Location:** Trinity United Methodist Church/Las Américas comunidad de fe  
1548 8<sup>th</sup> Street  
Des Moines, IA 50314

**Key Responsibilities:**

- Assist with at least one two-hour English-language lesson per week
- Communicate and coordinate with teacher to successfully run class
- Attend teachers/teacher's assistants meetings
- Help volunteer teacher set-up and tear-down classroom, leave spaces in good order
- Maintain professional and respectful composure throughout service
- Report all issues to volunteer supervisor or appropriate member of leadership team

**Qualifications:**

- At least 18 years old
- Ability to pass a background check
- Previous experience teaching/tutoring a plus
- Knowledge of a second language helpful

**Time Commitment:**

- Teacher's Assistants must commit to helping with at least one class for an entire semester--
  - Classes held 9:00-11:00 a.m. Tuesdays, 6:00-8:00 p.m. Tuesdays, and 6:00-8:00 p.m. Thursdays; Fall semester begins after Labor Day and ends before Christmas, Spring semester begins after New Year's and ends before Memorial Day

**Training/Support Provided:**

- Monthly teachers/teacher's assistants meetings
- Orientation
- Ongoing teacher training in relevant areas
- Textbooks, copier, teaching resources, classroom materials, access to a computer available

**Benefits:**

- Opportunity to network and connect with diverse members of the community
- Record of volunteer service for related work and school purposes, letter of recommendation
- Chance to serve as an advocate for Des Moines and Iowa, represent your community
- Ability to gain valuable time management, teamwork, and interpersonal skills

**Volunteer Supervisor and Contact Information:** Veronica Stafford  
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