

Coalition for Refugees from Burma
GOAL Summer Program Co-Instructor
Position Description



Brief Description

This summer, CRB, in partnership with Kent Meridian High School, is planning **GOAL (Global awareness and local Outreach for Academic Leadership)**, a **4-week academic enrichment program**. The **GOAL** program is designed for approximately **40-50** newly arrived refugee youth currently attending secondary school in Kent, WA.

The **GOAL Co-Instructor** will be responsible for engaging students in daily academic activities, chaperoning field trips, and providing classroom support to *CRB's Youth Program Manager, Youth Program Coordinator* and volunteer *GOAL Classroom Assistants*. The **GOAL Co-Instructor** will work closely with *CRB's Youth Program Manager* and *Youth Program Coordinator* to co-teach the class and guide volunteer *GOAL Classroom Assistants* to ensure activities are understood by students and facilitated correctly. The **GOAL Co-Instructor** may provide input on lesson plans and will have the opportunity to learn the techniques and strategies employed in an academic program with ELL refugee youth.

Time Commitment

Sessions take place **Monday through Friday from 12:00pm – 3:30pm**. The **GOAL Co-Instructor** is expected to attend every session, as well as assisting with set up and clean up the space. Including preparation and class time, the **GOAL Co-Instructor** will work for approximately 24 hours per week.

Compensation

\$20/hour

Responsibilities:

- Execute and facilitate lessons and supplemental activities in a manner that actively engages students.
- Instruct and assist students during classroom work/activities to ensure students are staying on task.
- Cultivate a positive classroom culture.
- Model active participation and professionalism when interacting with students and *GOAL Classroom Assistants*.
- Promote respect and teamwork to ensure all students are working collaboratively.
- Regularly track attendance and follow up with youth if necessary.
- Participate in and monitor student behavior during enrichment field trips.
- Guide *GOAL Classroom Assistants* to execute lesson activities, exercises, and assist students with classroom work.
- Provide feedback to *Youth Program Manager and/or Youth Program Coordinator* on individual student progress and/or struggles on a consistent basis.

Qualifications

- *Education* –
 - Bachelor's degree or AA degree (completed or in progress) in Education or a related field required.
 - TESOL Certification desired.
- *Experience* –
 - One year teaching or tutoring experience.
 - Prior experience supporting secondary school aged youth preferred.
 - Prior experience working with immigrant or refugee communities preferred.
- *Knowledge, skills, and dispositions* –
 - Strong verbal and written communication skills.
 - Exceptional organizational skills and the ability to multi-task.
 - Demonstrated ability to collaborate on a team.
 - Must be responsible and accountable.
 - Ability to facilitate educational activities with a class, individuals or small groups.
 - Enthusiastic about education.
 - Friendly and outgoing personality.
 - Comfort and interest in working with refugee youth from a variety of backgrounds, including those with limited English literacy skills.
 - Ability to commit to dates outlined above.

Background check and fingerprinting is required by Kent Public Schools (at no cost to the employee).

Benefits

- Great opportunity to gain experience overseeing an ELL classroom in a fun, enriching summer school environment.
- Learn from CRB staff best practices for working with newly arrived communities.
- Build your teaching and classroom management skills

Work Site

Kent Meridian Work Site: 10020 SE 256th St., Kent, WA 98030

Supervisor

Siobhan Whalen, Youth Program Manager

Training Requirements

Attend one CRB volunteer orientation. Receive training before working independently.

Application Process

Please email a cover letter and current resume to swhalen@allburmarefugees.org. Applicants must pass a background check.