

Off-Campus Job Description



To apply: Submit a completed WVC Work Study Application to the Career Center, Wenatchi Hall, first floor. Must be work study eligible. Email aolson@wvc.edu to check your eligibility.

Job Title Code:	Literacy Council ESL Tutor
Department/Location	Literacy Council of Chelan and Douglas Counties/ Wenatchee Community Center 508 S. Chelan Ave.
Rate of pay	\$13.50 per hour
Supervisor	Anwen Cartwright anwenc@cdcac.org (509) 682-6966
Duties and Responsibilities	<ul style="list-style-type: none"> • Tutor motivated adults who want to learn English as a Second Language, with between one and six adult students in each class. • Tutor two ESL classes per week: two separate classes, twice per week each, 1.5 hours each time (a total of four class sessions per week for 6 hours of tutoring altogether). • Prepare ESL class materials and lesson plans pertinent to students' goals for 3 hours per week. • Submit a monthly timesheet of student hours to Literacy Council staff.
Minimum Qualifications	<ul style="list-style-type: none"> • Can speak and write English clearly (no foreign language ability required) • Can pass a Washington state patrol background check • Can commit to the same tutoring schedule for a minimum of 45 hours per class (usually completed in 3-4 months) • Can attend an 8-hour tutor training • 18 years of age or older • Display sensitivity to the needs of adult learners • Maintain confidentiality of student information
Educational Benefit	<ul style="list-style-type: none"> • Experience in the education field • Experience in professional communication with adults of diverse ages and backgrounds • Experience in taking on highly independent projects • Greater understanding of the English language and the complexities of its grammar • Potential for expanded cultural awareness <p>This position is a good match for students pursuing career pathways in education, linguistics, and cultural and diversity studies.</p>

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