

1. Position Title: English Class Childcare Assistant at Crown Mobile Home Park (Crown MHP)

Class Assistant will assist the language instructor with the Beginning English class by providing childcare support when students attending the class bring their children.

2. Work Location

The location of the class is at Crown Mobile Home Park, but the exact building will change depending on the current mobile homes that are vacant and available for our use. The office within Crown MHP is located at 86 Turnage Drive, Greensboro, NC, 27407. Transportation is not provided by FaithAction. Occasional meetings during the semester will be held at FaithAction International House during normal business hours (9am-5pm Mon-Fri). FaithAction International House is located at 705 N. Greene St, Greensboro, NC, 27403. The phone number for FaithAction is (336)379-0037. You may reach the Language Program Coordinator on extension 1#.

3. Purpose of the Position

The purpose of this position is to achieve a high-success rate of individuals learning and applying English language skills. The provision of childcare affords consistent attendance levels for students with families, and creates an environment of trust and community.

4. Responsibilities and Duties

The class assistant must attend an orientation with the Language Program Coordinator. The childcare assistant is responsible for attending class meetings on a consistent basis. Outside of emergencies, the childcare assistant is expected to give at least 24 hours advance notice of an expected absence for a class. Report upcoming absences to both the ESOL instructor and the Language Program Coordinator. Occasional meetings will take place at FaithAction International House to review and discuss the progress of the students during the semester. Attendance of the child care assistant is a necessary element in allowing students to regularly attend classes.

5. Qualifications

Prior experience in childcare is a requirement. Fluency in Spanish or other languages is not required, but Spanish skills are a useful tool in this position. Prior experience in ESOL education as well as other educational fields is not required, but will be looked upon favorably. Two references are required, with a preference for work-related contacts.

6. Commitment Expected

This position requires a two hour commitment(not including travel time) once a week during the evening for class instruction. Occasional one-hour (maximum) meetings will be held at FaithAction to discuss the progress of the class during the semester. The semester will begin in March 2011 and is currently scheduled to last until the end of May 2011.

7. Training

The childcare assistant will have a general orientation with the Language Program Coordinator, which will cover a description of the community served at the particular teaching site, and will provide the opportunity to discuss any questions or concerns one might have before beginning service. This orientation will also introduce the class assistant to all of the available child-friendly resources in FaithAction's Multicultural Resource Library, as well as provide referrals to other outlets of information on children's activities.

For further inquiry please contact Laura Hancox, Language Program Coordinator at (336)379-0037 ext 1# or lhancox@faihouse.org .