

# Welcome English AmeriCorps Member Position Description - Adult ELL Program Coordinator/Instructor



**TITLE:** AmeriCorps Member - Adult ELL Program Coordinator/Instructor

**TYPE:** Full-time (1,700 hours over 10 months)

**COMPENSATION:** Living Stipend- \$20,000  
Education Award - \$6,495 (upon completion of service)  
Deferment of student loans during service, health insurance, possible child care subsidy, professional training and mentorship, possible college credit

**LOCATIONS:** Des Moines, Iowa

## **POSITION SUMMARY:**

Iowa International Center (IIC), is searching for service-minded individuals to serve diverse refugee and immigrant communities in Iowa through our Welcome English AmeriCorps program. You will work with community agencies to provide culturally and linguistically appropriate adult ELL education opportunities to beginning to intermediate level learners. As an AmeriCorps service member, you will also be responsible for recruiting and training new volunteers from within the refugee and immigrant communities as well as the broader community.

[Learn more about AmeriCorps.](#)

## **POSITION RESPONSIBILITIES:**

### **Administration of adult ELL programming**

- Conducting outreach
- Student registration, enrollment, and testing
- Technology training for students
- Tracking information in the Student Information System (attendance and class assignment)
- Barrier reduction
- Training volunteers in adult ELL instruction
- Training staff in volunteer management

### **Instruction**

- Lesson planning and teaching conversation and Level 1 or 2 classes to adult English Language Learners
- Support volunteer teachers
- Assessing and/or tracking students' progress

### **Volunteer management**

- Recruitment, onboarding, and support of volunteers, including some training
- Feedback and recognition of volunteer service

### **Professional Development**

- Successfully complete a required online teacher training course, develop and work toward personal and professional learning goals.

## **MEMBER BENEFITS:**

- Receive monthly living allowance.
- Receive education award at successful completion of term of service.

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- Delay payment on qualified student loans during term of service.
- Health care coverage for full-time members.
- Receive childcare benefits (full-time members who meet state income eligibility criteria)
- Gain professional experience working with respected community-based, non-profit organizations.
- Receive coaching from qualified professionals for personal and professional goals.
- Post-service job referrals through networking with community and state partners.

### QUALIFICATIONS:

- Experience training or teaching adults, preferably across racial, cultural, class, and gender differences.
- Interest and respect for different cultures with a commitment to social justice.
- Willingness to serve for one year.
- Ability and willingness to work independently.
- Flexible, practical, energetic, and self-motivated.
- Outgoing, personable, professional, respectful, and a positive attitude.
- Ability to communicate effectively in English. Ability to communicate in a language of one of Iowa's immigrant or refugee communities is a plus, but not required.
- Ability and willingness to work flexible hours, including occasional evenings and weekends.
- Ability to use a computer, Microsoft products, and Google Suite.
- Access to a car or public transportation.

### ELIGIBILITY:

- Must be U.S. citizen or U.S. national or a lawful permanent resident of the U.S.
- Must be at least 17 years of age.
- Must have a high school diploma or GED or agree to obtain one before using the education award.
- Must pass a three-point background check.

**TO APPLY:** Please send application, resume and cover letter to: Elyse Pate,  
epate@iowainternationalcenter.org