



Teaching and Curriculum Development Intern

Description:

Are you interested in getting hands-on experience teaching ESL, helping immigrants achieve their career goals, and writing lesson plans while making a direct impact on the community? If so, the Arlington Education and Employment Program (REEP) is looking for a Teaching and Curriculum Development Intern. Interning at REEP is a great way to serve low-income adult immigrants in a local community and strengthen community ties.

Our Mission:

To provide for the education and employment related needs of limited English proficient adults who live and work in Arlington.

Since its inception in 1975, REEP has helped more than 90,000 adult English language learners from more than 90 countries. Our students come to us with the general goal of improving English in order to adjust to American society, but our services impact their lives as learners, citizens, family members, and workers.

Our Vision:

Our learners will be able to access and use information from a variety of sources, voice their ideas and concerns, act independently and continue learning in an ever-changing world.

Key Responsibilities:

- Attend training sessions and shadow experienced ESL/ESOL teachers in the classroom.
- Substitute as a lead teacher in beginner- and intermediate-level ESL classes 1-3 times per week following a training period.
- Partner with a REEP program coordinator to write and review lesson plans for use by substitute teachers in Outreach Center classrooms.
- Attend training sessions to learn how to work with students to achieve their career goals through resume writing, job search and application fundamentals, as well as interview skills.
- Substitute as a job coach as needed.
- Update and maintain curriculum resource materials. Create needed materials.

- Prepare and present a workshop on a topic mutually agreed upon in cooperation with the program coordinator.
- Inventory teacher resources.
- Submit timesheets in a timely manner.

Qualifications:

- Must be 18 years or older.
- Excellent organization and planning skills.
- Able to work well independently. Take initiative.
- Must have basic computer skills and proficiency in Microsoft products.
- Able to work well with people from different cultures and backgrounds.
- Must be open to receiving constructive criticism on teaching style and produced resource materials.
- Experience teaching ESL not necessary, but is a bonus.
- Punctual. You must arrange your own transportation, whether by public transit or private car, and be able to travel to our main locations in Arlington (Gates of Ballston Community Center, Arlington Mill Community Center, Syphax Education Center, Walter Reed Community Center). Free parking is available at all locations.

Benefits:

- Great for anybody looking to go into the teaching or non-profit field.
- Hands on experience planning lessons and helping students achieve their career aims.
- Hands on experience teaching ESOL to low-income adult immigrants in a local community rich with diversity.
- Work with a reputable, widely-known organization.

Time Commitment: 15-25 hours/week. Flexible schedule, with ability to commit to teaching both morning (9-11am or 10am-noon) and evening classes (6:30-9pm). Some work can be done from home. Applications will be reviewed on a rolling basis. Minimum 3-month commitment.

This position is unpaid.

To apply, please send a resume and statement of interest to Micayla Burrows, Community Outreach and Volunteer Coordinator at micayla.burrows@apsva.us.