Summer ESL Program Internships (June-August 2015)

Looking for a great way to sharpen your second language lesson-planning, volunteer supervision and communication skills as you help others in your community? Our Interns are responsible for the success of their assigned weekly sessions, which provides one-to-one tutoring for adults working on reading, writing or speaking skills in English. In each class, 8 students and 8 volunteer tutors work in pairs on personalized lessons created for each student by the Intern. We are looking for Interns who have experience creating lesson plans and are kind, reliable and interested in working with adults from various cultural backgrounds. We are currently hiring for the following summer sessions (be sure to indicate for which you are applying):

- Monday nights, 6-8pm at Literacy Network (1118 S. Park St)
- Tuesday nights, 6-8pm at the Dane County Parent Council (2096 Red Arrow Trail, Fitchburg)
- Wednesday mornings, 9-11am at Literacy Network
- Wednesday nights, 6-8pm at Literacy Network
- Wednesday nights, 6-8pm at Dane Co. Parent Council (30 Dempsey Rd)
- Thursday mornings, 10am-12 at Lussier Community Education Center (55 S. Gammon Rd)
- Saturday mornings, 9-11am at Literacy Network

Internship responsibilities:

- Spend 4-8 hours weekly at LitNet (during office hours) writing personalized lesson plans for up to 8 adults
- Manage the Community Literacy class (arrange room, track attendance, match students with tutors)
- Provide support for tutors during lessons
- Tutor students as needed when your session is short tutors
- Make weekly reminder phone calls to students in your session (frequently in Spanish)
- Provide assistance, if needed, in the childcare room
- Attend at least one professional development in-service

Interns are required to:

- Possess reliable transportation
- Be responsible, mature, patient and have great communication skills
- Attend BOTH training sessions Tuesday, May 19, 6-8pm and Wednesday, May 20, 5-8pm
- Commit to working 6-10 hours weekly (no absences) for the entire semester

Preferred candidates will have previous experience with:

- ESL lesson planning
- Adult education
- Working with people of other cultures
- Speaking Spanish

Successful interns receive $500 and a letter of recommendation from Literacy Network.

If interested and qualified please use your cover letter & resume to outline relevant experience/qualifications (as well as session preference) and submit **12noon Friday, April 10, 2015** to:

**Community Literacy Internship Recruitment**

**Literacy Network**

**1118 S. Park Street**

**Madison WI 53715**

or apply online: [http://tinyurl.com/applytolitnet](http://tinyurl.com/applytolitnet)

Literacy Network is a non-profit organization made up of teachers, learners, tutors, volunteers and donors all working together to improve adult literacy in Dane County. Our programs teach reading, writing and speaking skills to adults and families so they can achieve financial independence, good health and greater involvement in community life.