

ADULT EDUCATION PROGRAM ASSISTANT

Position Summary

The Su Casa Adult Education Program Assistant helps create a safe space for students to learn English, demonstrating the grace of God as students and volunteer teachers learn and grow together. The Assistant helps create a warm and welcoming environment for the students and their children and serves the volunteers and staff by assisting in any of the programs as needed. The Assistant works alongside the Adult Education Assistant Director to run the program, working with adult students, volunteers, and childcare for the students as needed. This is a part time job, predominately in person, with some flex hours available for online work. The Assistant reports to the Assistant Director and is overseen by the Deputy Director.

Schedule

- 12-18 hours weekly
 - Tuesday and Thursday AM class schedule: 8:30 - 11:30 (6 hours weekly)
 - Tuesday and Thursday class PM schedule: 5:30 - 8:30 (6 hours weekly)
 - Up to 6 additional hours per week
 - The schedule for these hours will be agreed upon and monitored by the Assistant Director.
- Su Casa Family Ministries events are required outside of the normal schedule, as noted on the calendar (approx. 4 hours per event).
- Pay: starting \$15/hour

Preferred Education and Experience

- High school diploma or equivalent
- Experience working with the Hispanic population in Memphis

Skills and/or Attributes

- Able to communicate in both Spanish and English.
 - Volunteer teachers are native English speakers; students are primarily native Spanish speakers. Children can speak a mixture of Spanish and English.
- Comfortable working in a multilingual, Christian environment.
- Professional demeanor:
 - Able to communicate effectively and respectfully, timely, focused and attentive.
- Teachable demeanor:
 - Flexible, willing to learn new skills, problem solver, able to prioritize tasks
- Computer skills

Essential Duties and Responsibilities

1. Working with Adults

- a. Assist with students in the following as needed:
 - i. Help prospective students complete the enrollment process.
 1. i.e., application, placement test, payments, initial exam
 - ii. Send informational texts and respond to student messages.
 - iii. Collect payment from students.
 - iv. Greet students as they enter/exit classes.
 - v. Prepare classrooms, coffee for breaks, and clean up classrooms at the end of the day.
 - vi. Prepare flyers and/or post flyers in the building for events.
 - vii. Help with student satisfaction surveys.
- b. Assist with volunteers in the following as needed:
 - i. Maintain contact with volunteers via email and/or text.
 - ii. Check volunteer supplies and replenish as needed.
 - iii. Help with volunteer satisfaction surveys.

2. Working with Children

- a. Complete daily attendance with dates and signatures, ensuring all children are safe and returned to their parents.
- b. Supervise and assist in lessons as provided by the supervisor.
- c. Monitor high school volunteers to ensure they fulfill their responsibilities.
- d. Respond to volunteer texts, calls, and emails as soon as possible.
- e. With young children, assist in the diaper changing process as needed.
- f. Address any concerns with parents and aid in creating a positive environment.
- g. Approve volunteer community service hours.
- h. At the end of the program, assist with cleaning classrooms and preparing the building for the next group.

3. Policies and Procedures

- a. Demonstrate punctuality and a hard work ethic.
- b. Report any concerns or problems to your supervisor and/or the Deputy Director.
- c. Maintain accurate records of all student information (attendance, etc).
- d. Communicate clearly and in a timely manner with your supervisor.
- e. Approach all participants respectfully and in a way that exhibits God's grace.

4. Su Casa Mission and Team

- a. Maintain a professional work environment.
- b. Engage in a professional manner at all times.
- c. Work alongside the Childcare Supervisor to align child care during the evening classes.
- d. Support the mission and values of Su Casa, including the Statement of Faith.
- e. Show flexibility and a team spirit when asked to assist in other duties outside of the normal job description.