Program Support Intern Job Description

Position Summary
The ESLC Intern provides administrative support and English instruction to our small group classes. Students enrolled in small group classes are learning the English language skills necessary for living and working in our community. Classes are located around Salt Lake County. In addition to administrative support you will teach classes when a substitute is needed by using published curriculum or creating appropriate materials to meet the student’s listening, speaking, reading and writing skills needs.

Qualifications
- Pass a background check from the Bureau of Criminal Investigation
- Strong desire to improve the English language skills of adult students
- Patience, understanding, flexibility and a positive attitude
- Sensitivity to cultural differences
- Fluency in English

Responsibilities
- Be available to teach or work at the ESLC on a regular basis from Monday-Thursday from 8:30-12:30
- Complete a 12-hour training and an additional 1.5 hours of observations
- Attend any workshops offered by the ESLC during the time of your internship
- Prepare ESL lesson plans and materials according to students’ needs and abilities
- Perform other administrative and classroom tasks as agreed upon by you and your supervisor
- Provide regular feedback to the appropriate ESLC coordinator on the status of the class
- Record hours taught, preparation time and travel time each month with any student achievements met or exceeded
- Respect student confidentiality
- Coordinate with your supervisor directly if you are unable to be present during scheduled hours
- Communicate any personal needs or concerns to your assigned supervisor
- Follow ESLC policies

Additional Information
Reliable transportation for travel to various locations throughout the valley is required. The position asks that you be available for approximately 16-20 hours a week.

This is not a salaried position, but one in which we can supply you with a letter of recommendation. We encourage you to coordinate with a university or college to earn credits for this experience. Send cover letter and resume, including references, to careers@eslcenter.org