

REEP Volunteer Program

Volunteer Position Description

Job Coach Assistant

- Purpose:** Assist REEP's ESL teachers fulfill the mission of teaching life skills English that is needed to live and work in the U.S. The job coach provides students in REEP's adult ESL classes individualized support on a work-related goal.
- Duties:**
- Meet with students in small groups or one-on-one sessions to understand their goals and ambitions.
 - Develop effective job goals action plans for individual students.
 - Show students how to utilize job search sites, create and edit resumes and cover letters, apply to jobs, and fill out job applications.
 - Prepare job coaching participants for job interviews, including simulating interviews.
 - Advise students who have not chosen a career path about potential professions and education programs.
 - Maintain confidentiality of students' personal information.
 - Conduct internet and telephone research outside the job coaching session to support student preparations as needed, likely 1-3 hours per week. Often REEP students have education and career experience from foreign countries, and research is required to translate their credentials for use on their US resumes.
 - Present the job coaching program to prospective students in a five-minute presentation at the start of the term.
 - Summarize progress during job coaching sessions and share these summaries with Volunteer coordinator and classroom teachers via email, Microsoft Teams or USB. The summaries are to be written shortly after the job coaching session.
 - Notify Volunteer Coordinator and Classroom Teacher in advance of any absences.

Qualifications:	<p>Fluency in English.</p> <p>Knowledge of Microsoft PowerPoint, Word, Excel, Teams and/or Google Doc equivalents.</p> <p>Interest in working with adult learners of English. Desire to help students succeed in their job search.</p> <p>Experience writing and editing resumes and completing job applications.</p> <p>Knowledge of popular job search websites and interview etiquette.</p> <p>Willingness to work with students from different cultural, educational, and economic backgrounds.</p> <p>Willingness to attend training sessions.</p> <p>Excellent organization.</p> <p>Cross-cultural sensitivity.</p> <p>Flexibility and patience necessary.</p>
Time Commitment:	<p>Prepare for and lead a series of job coaching sessions one morning or evening per week (about 3 hours/week).</p> <p>11-week commitment.</p> <p>Additional time outside of the job coaching session to communicate with other volunteers and the volunteer coordinator, conduct internet and telephone research, and attend training sessions.</p>
Location:	<p><i>Syphax Education Center</i> – 2110 Washington Blvd.</p> <p>Morning Sessions: M, T, W, TH, F – 9:00 am to 12:30 pm</p> <p>Evening Sessions: M, T, W, TH – 6:30 pm to 9:00 pm</p>
Benefits:	<p>Satisfaction of helping adults who are motivated to pursue a career.</p> <p>Ease transition of newcomers to life in the U.S.</p> <p>Share knowledge of the U.S. and the Washington metro area.</p> <p>Explore job coaching as a profession.</p> <p>Meet people from different countries and cultures.</p> <p>Training opportunities.</p>
Supervisor:	<p>Classroom teacher and REEP Volunteer Coordinator</p>