

Neighborhood House is a multi-cultural, multi-lingual center, open to all, and committed to the success of refugees and new immigrants. Providing services in the settlement house tradition since 1897 in Saint Paul, Minnesota, Neighborhood House is a first-stop agency offering essential programs that help people put down roots in their new home, learn important life skills, strengthen their families, and contribute to building a diverse and thriving community. Neighborhood House is privileged to work with people from more than fifty ethnic populations as they build and sustain productive new lives.

Children's Literacy Activities Assistant

Community Impact:

The Children's Literacy Activities Assistant aids in the planning and execution of games, crafts, reading and other learning activities for children between the ages of 1.5 – 6 years. The children are non-native English speakers from immigrant and refugee families who need help preparing for kindergarten and elementary school.

Duties:

- Collaborate in the creation of lesson plans with a variety of literacy activities for children
- Lead activities with the children's group
- Work with the Children's Activities Adie and other volunteers
- Provide attendance and activities reports as requested by the ELL Program Coordinator
- Other program specific duties as assigned by the ELL Program Coordinator or Manager

Benefits:

- Form dynamic relationships with many diverse people
- Learn about cultures from around the world
- Help children adjust to life in the United States
- Gain experience in Early Childhood Development, education and school readiness
- Use your creativity to meet children's learning needs
- Learn about literacy and cultural challenges for non-native English speakers
- Enjoy a strong support system and stimulating team environment
- Have fun, make new friends, learn about yourself and your own creativity

Qualifications:

- Able to speak, read and write English fluently
- Must be dependable and prompt
- Possess good inter-personal, communication and leadership skills
- Ability to interact respectfully with persons of other cultures
- Able to understand and respect confidentiality
- Must pass a criminal background check
- Comprehension of Spanish, Somali, Ormo, Ahmaric, and/or Hmong is helpful but not required

Time Commitment:

A minimum commitment of 2.5 hours per week for 10 weeks is required. Positions are available at the Wellstone Center Mon.-Thurs. 9:00 a.m. – 11:00 a.m., 11:30 a.m. – 1:30 p.m. & 6:00 p.m. – 8:45 p.m. Positions are available at the Highland Mac-Groveland Family Center Tues./Thurs. 1:00 p.m. – 3:00 p.m. & Mon./Tues./Thurs. 5:30 p.m. – 7:30 p.m. Specific or modified hours can be arranged directly with the ELL and GED Program Staff.

Location:

Paul and Sheila Wellstone Center for Community Building
179 Robie Street East, Saint Paul, MN 55107

Contact:

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Intern/Volunteer Manager
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Please join us at Neighborhood House!