

Madison Family Literacy Program
Madison Complex
3101 S. 43rd. St
Tacoma, WA 98409
Contact Person: Marla Peters
Mpeter2@tacoma.k12.wa.us

Vehicle Required :No
On Bus Route: Yes

Title: WRC Early Learning Program Assistant

Hours of Service: 8:30- 5:00 with half hour unpaid lunch, M-F, with occasional evenings. Fridays often are reserved for CYS AmeriCorps activities

Program Description: a partnership program between Tacoma Public Schools Even Start program, Tacoma Community College, and Head Start to provide English language and GED instruction to mothers of young children and provide Early Childhood Education classes to their children. Classes are from 9 am to 1 pm. During the afternoon, members assist in preparing materials for upcoming activities, go on Home visits with staff, prepare books for give-aways, attend staff meetings and other duties as needed.

Service Description: The WRC members work with children one year of age to Kindergarten entry on pre-literacy skills and English language. The members engage in one-on-one activities with the children, eliciting language and supporting learning new skills in the classroom For a toddler, it might be puzzles; for a three year old colors, and for a five year old, writing their name. Members work with the parents on-site to learn skills related to supporting their children's education.

Responsibilities:

- Develop and follow routine of appropriate activities with identified children, with guidance
- Learn and administer simple assessments of preschool learning
- Use time effectively
- Work cooperatively with staff and parents
- Participate in identified trainings

Qualifications:

- Love of learning, desire to share it
- Dependable , responsible
- Strong interpersonal skills
- Enjoyment of children

Benefits:

- Exposure to Hispanic and other cultures
- Experience in holistic family learning community
- Experience working with a variety of community partnerships; community college, health , advocacy
- Exposure to adult literacy instruction
- Involvement in Early Childhood programs, including Head Start
- Being a part of the growth of preschoolers and seeing results of your work

(revised 4/29/2011)