

**YMCA of Greater Boston**  
**International Learning Center (ILC)**  
**100 Franklin Street, Lower Level**  
**(Map: 201 Devonshire Street)**  
**Boston, MA 02110**  
[www.ymcaboston.org/ilc](http://www.ymcaboston.org/ilc)



**FOR YOUTH DEVELOPMENT®**  
**FOR HEALTHY LIVING**  
**FOR SOCIAL RESPONSIBILITY**

### Part Time Teacher for English for Employees

Help local workers to improve their English communication through contextualized classes.  
Help both the company and your students to reach their goals!

- High Beginner/Low Intermediate English for Employees class
- Tentative starting date October, continuing for 12 weeks.
- Tuesday/Thursday afternoons, 2:30-4:30pm
- Four teaching hours + 2 prep hours per week.
- \$20-22/hour
- Classes will be held at the business in Avon, which is only accessible by car

#### Description of Position:

- Teach ESOL to adults who are employed at participating businesses
- Survey and incorporate student and employer goals into coursework for a student-centered, goal-oriented participatory ESOL class
- Instruct reading, writing, pronunciation, grammar, speaking and listening skills
- Select relevant materials to engage and meet student needs.
- Review and track goals and achievements with students
- Conduct student assessments at regularly scheduled intervals to evaluate progress
- Communicate classroom/student issues to Assistant Director in timely manner

#### Description of Administration:

- Keep attendance records
- Provide weekly lesson plans to the Assistant Director
- Assist with intake evaluations and assessments

#### Qualities Needed for Position:

- TEFL, CELTA or related certification required
- BA or Master's degree in ESOL, Education or related field preferred
- 1 year of relevant teaching experience
- Familiarity with learner-centered, goal-oriented participatory ESOL
- Sensitive to socio-economic and ethnic minority issues
- Strong communication and inter-personal skills
- Able to work independently and as part of a team
- Computer proficiency (i.e. Microsoft Office, Navigating Internet including ESL websites)
- Fluency in Spanish a plus
- Must have reliable form of transportation to Avon

Email resume and cover letter to Sarah Harkleroad at [sharkleroad@ymcaboston.org](mailto:sharkleroad@ymcaboston.org) to apply!