



Position: BRIDGES Summer Classroom Support **Reports to:** K-12 Program Coordinator
Compensation: Unpaid **Location:** 2130 Enterprise St SE. Kentwood, MI
Commitment Period: Cohort 1: June 10-July 11 (June 19th and the week of 4th of July off)
Cohort 2: July 15-August 8

Mission Statement: We support refugees in their journey to become fully participating members of the West Michigan community. We envision a thriving, multicultural West Michigan community where all have an opportunity to pursue a better future!

BRIDGES Summer Classroom Support volunteers work closely with the K-12 Program Coordinator and Lead Teachers to support and provide relevant and effective teachings for refugee students at a beginner level of literacy. Classroom Support volunteers are responsible for welcoming students in the mornings, assisting with basic literacy and numeracy lessons, being involved with activities, games, snack and lunch times, and supporting any needs that arise for program efficiency. Field trips will occur on some but not all Thursdays, so if you choose to volunteer on Thursdays, volunteers are required to attend and support with student supervision on field trips. Thursday volunteers are also welcome to serve as drivers in a carpool for other volunteers on field trips.

Training and Evaluation Meetings are required aspects of being a Classroom Support volunteer. Training for Cohort 1 will take place on Monday, June 10th and Tuesday, June 11th from 9:00am-1:00pm. Training for Cohort 2 will take place on Monday, July 15th and Tuesday, July 16th from 9:00am-1:00pm. The BRIDGES Summer Program runs from Monday to Thursday, 8:30am-1:30pm, and Classroom Support volunteers must commit to at least two days a week for at least one of the four-week programs.

Requirements:

- Must be a Michigan resident or have temporary residency in Michigan
- High School or equivalent degree (or working towards)
- Teaching, tutoring, volunteering, or experience working with groups of children
- Ability to work with diverse populations
- Ability to work with children of all ages (K-12)
- Self-motivation to identify and aid students in their educational needs
- Ability to work as part of a team
- Commit to volunteering on a weekly basis

- Attend required training in person

Key Duties and Responsibilities:

- Assist with small group of students
- Providing reading, writing, and speaking direction to students
- Engaging students in learning activities such as games, puzzles, projects, creative assignments, worksheets, or any other appropriate activities
- Work with staff to identify, advocate for, and work on student's educational needs
- Report progress and/or issues of concern to Lead Teacher and/or K-12 Program Coordinator
- Demonstrate teamwork and integrity with staff, fellow volunteers, students, and their families
- Build relationships with students on a weekly basis
- Ensure a safe and clean learning environment through assisting with after-program clean up

If interested, please contact Volunteer Coordinator Anna Bundy at: anna@refugeeeducationcenter.org. Or go to our website (refugeeeducationcenter.org) and fill out the volunteer form online.