



## POSITION DESCRIPTION

**Position Title:** English Innovations Kids Activities Coordinator

**Location:** Robert Frost Elementary School (11801 NE 140th St, Kirkland, WA 98034)

**Purpose:** Coordinate activities for the children of adult students who will be enrolled in the English Innovations Program at Lake Washington School District site. Providing oversight of the children gives the adults the opportunity to participate in an evening class to increase their English language and digital literacy skills. The overall goal is for immigrant parents to better achieve personal and professional goals, and integrate more fully into civic, linguistic, economic and cultural life in the United States.

**Project Overview:** Limited English proficiency is a significant barrier for many immigrants to fully integrate into life in the U.S. — getting a good job, having educational options, and participating in civic life. Limited English language skills are compounded by the gap in digital literacy in our technologically advancing world. *English Innovations*® is a blended social learning model that integrates English language learning in a collaborative, supportive classroom environment with online tools that enable self-paced, independent learning. The learning framework emphasizes a community-based approach, highlighting the importance of parent engagement and peer support. Kids Activities Coordinators will support Adult English Language Learners by providing childcare for their children while they are in class.

OneAmerica is a Seattle-based nonprofit organization whose mission is to advance the principles of democracy and justice at the local, state, and national levels through building power in immigrant communities in conjunction with key allies.

### **English Innovations Kids Activities Coordinator Responsibilities:**

- Provide childcare for a group of children ranging from age 3-12
- Facilitate fun activities and games for 3 hours
- Set-up and clean-up of the classroom
- Give snacks and drinks to children
- Be in communication with parents and English Innovations staff
- Collect attendance of children for each class

### **Qualifications & Requirements:**

- Complete application and background check process
- Provide proof of Washington State Childcare Provider certification/training
- Previous experience working with children age 3-12
- Interest in immigrant communities and sincere desire to support others in achieving their goals
- Ability to establish a relationship based on respect, with sensitivity to persons of different backgrounds
- Ability to speak Spanish or native language of students a plus

***Our Mission:*** OneAmerica advances the fundamental principles of democracy and justice at the local, state, and national levels by building power within immigrant communities in collaboration with key allies.

[www.weareoneamerica.org](http://www.weareoneamerica.org)

**Time Commitment:** Minimum time commitment of one class session weekly for 9-week duration of the English Innovations class cycle. Classes are Mondays, Wednesdays, and Thursdays (5:45-8:45pm) from January 29th to April 12<sup>th</sup>.

**Compensation:** \$20/hour. This is a contracted position and does not include benefits.

Interested candidates should contact Kristen Navaluna, English Innovations Coach, at [kristen@weareoneamerica.org](mailto:kristen@weareoneamerica.org). In your email, please tell us how your personal and professional background informs why you are interested in working as a Kids Activities Coordinator with OneAmerica.

OneAmerica is an Equal Opportunity Employer and encourages women and people of color to apply.

***Our Mission:*** OneAmerica advances the fundamental principles of democracy and justice at the local, state, and national levels by building power within immigrant communities in collaboration with key allies.

[www.weareoneamerica.org](http://www.weareoneamerica.org)