



TESOL Internships at Literacy Network

Summer Semester Application Deadline: 4/15/2018 Summer Semester: May 22-Aug 25

Fall Semester Application Deadline: 7/29/2018 Fall Semester: Sept 4-Dec 15

Spring 2019 Semester Application Deadline: 11/18/2018 Spring 2019 Semester dates TBA

Stipend: Successful interns receive \$600 as well as a letter of recommendation from Literacy Network.

Looking for a fun way to sharpen your lesson-planning, management, and professional communication skills as you help immigrants and refugees living in our community? Interns are responsible for the success of their assigned weekly ESL tutoring program session, which contains 8 adults improving their reading, writing and English-speaking skills. Every week each student works one-on-one with a trained volunteer tutor, each using personalized lessons you have created using our extensive educational library and resources. LitNet Interns enjoy a positive, supportive, diverse environment in which staff, volunteers, students, and other interns all work together to make our programs effective and enjoyable. We are recruiting one intern for each of the following sessions (in your cover letter, be sure to indicate for which you are applying):

- Monday nights, 6-8pm at Literacy Network (701 Dane Street)
- Tuesday mornings, 10am-12noon at Literacy Network (Focus on basic Computer Literacy)
- Tuesday nights, 6-8pm at Literacy Network (701 Dane Street)
- Tuesday nights, 6-8pm at the Dane County Parent Council (2096 Red Arrow Trail, Fitchburg)
- Wednesday mornings, 9-11am at Literacy Network (701 Dane Street)
- Wednesday nights, 6-8pm at Literacy Network (701 Dane Street)
- Thursday nights, 6-8pm at Literacy Network (701 Dane Street)(Focus on Workplace English)
- Saturday mornings, 9-11am at Literacy Network (701 Dane Street)

Internship responsibilities:

- Spend at least 8 hours weekly at LitNet (during weekday office hours) writing 8 personalized, goal-based lesson plans
- Manage your 2-hour Community Literacy session (arrange room, track attendance, match students with tutors)
- Provide support for tutors during lessons
- Tutor students as needed when your session is short tutors
- Make weekly reminder phone calls to students in your session (sometimes in Spanish)
- Provide assistance, if needed, in the childcare room
- Attend at least one professional development in-service during the semester

Interns are required to:

- Possess reliable transportation (some session locations are not easily accessible by bus)
- Be responsible, mature, patient, and have great communication skills
- Attend training
- Commit to working at least 10 hours weekly, including class time (no absences)

Preferred candidates will have previous experience with:

- ESL lesson planning
- Adult education
- Learning a second language
- Working with people of other cultures

To Apply for an Internship:

Please send your resume and cover letter (include how your relevant experience/qualifications make you a great candidate for this position, as well as session preference) to Ms. Shawn Steen via shawn@litnetwork.org or:

Ms. Shawn Steen
Literacy Network
701 Dane Street
Madison WI 53713