



**Kentucky Refugee Ministries, Louisville**  
**ESL Instructor (part-time work, 7 hours per week)**

**Summary**

The Jefferson County Elder Program consist of refugees who are 60 years and older. We meet on Tuesdays and Wednesday from 10:00am-12:00pm currently at Kentucky Refugee Ministries, but hopefully moving to a new space soon. The program has been back in person for 10 months and starting to grow in size again. Before the pandemic, we had 60 students attend weekly and hope to slowly get back to that size. The program also has community speakers come in or goes on field trips 2-3 times a month. The English classes are a way for clients to learn English, gain confidence, build community, and have a social outlet.

The ESL Instructor will provide high-quality ESL education to multilevel older adult learners. Teaching is conducted in-person. In addition to teaching, this position involves planning and maintaining a curriculum. The ESL Instructor also works closely with volunteers who assist with class lessons and works with students outside of class. Strong communication and organizational skills are a must.

**Essential Duties**

The ESL Instructor will be responsible for leading class on Tuesdays and Thursdays from 10:00AM -12:00 PM. It will be 5 hours of teaching per week and 2 hours of curriculum preparation per week. There may be additional hours of training volunteers or at home mentors.

**COVID-19: In-person Instruction**

KRM is closely monitoring the COVID-19 pandemic and taking appropriate safety measures for staff and client health. Applicants should also note that KRM has a COVID-19 vaccination requirement for staff.

**Responsibilities**

- Create a welcoming and supportive learning environment
- Engage students in interactive language learning and practice
- Help students apply English to real-word contexts and situations

- Adapt ESL curriculums based on current students' needs to ensure student interest, understanding and progress
- Work with preliterate students to teach basic reading and writing
- Work with classroom volunteer tutors and interns to provide individual and small group ESL instruction
- Communicate with program coordinator about class and student needs and progress

### **Job Requirements**

- One year experience teaching ESL to adults
- Previous cross-cultural experience, preferably in a social service or educational setting
- Other language skills a plus, but not required

### **Specialized Skills**

- In-person classroom management skills, particularly ability to teach limited English proficient clients in a multi-level classroom
- Ability to supervise volunteers in classroom and individual tutoring arrangements to ensure effective teaching methods
- Comfort working with clients of diverse nationalities, cultures, and abilities
- Ability to work productively in an ever-changing environment

### **Agency Profile**

Founded in 1990 as a nonprofit agency in Louisville, Kentucky Refugee Ministries (KRM) is a local affiliate of Church World Service (CWS), one of nine national voluntary agencies authorized to provide resettlement services to refugees admitted to the United States through the State Department's Refugee Admissions Program. KRM also has offices in Lexington and Covington, Kentucky. In addition to refugees, KRM serves Afghan, Ukrainian and Cuban parolees, and individuals from various countries who have been approved for, or are applying for, asylum.

KRM secures housing and medical care for refugees and provides them with comprehensive case management including employment services, ESL and cultural orientation, and specialized programs for refugee youth and elders and the arts. KRM also offers citizenship classes for immigrants preparing to apply for naturalization. KRM's immigration legal services office provides services to immigrants of all statuses. KRM also provides services to immigrant victims of crime.

KRM staff do not engage in any religious messaging in connection to delivery of client services.

### **Compensation**

This position is part-time, 7 hours per week. The pay rate is \$19.00/hour.

## **To Apply**

Interested applicants should email a résumé and cover letter to —

Inez Moore  
Elder Program Coordinator  
[imoore@kyrm.org](mailto:imoore@kyrm.org)

Applications will be accepted until the position is filled. Only applicants selected for an interview will be contacted.