

Job Description for Happy English Corner (HEC) - Speaking Assistant

Purpose of the HEC Position

- The position of Speaking Assistant exists to assist Pittsburgh Chinese Church Oakland (PCCO) Happy English Corner students with their English speaking
- The position of Speaking Assistant contributes to the vision and goals of the Happy English Corner by helping to provide a fun place for Chinese students and scholars to learn English.

Qualifications for the Position

- Qualifications required:
 - Follower of Jesus Christ who is in general agreement with the PCCO statement of faith
 - Ability to speak English well
 - Ability to help once a month (or more) on Tuesday nights from 6:45 pm to 8:30 pm
 - To be warm and friendly toward the students and scholars, and to have fun
- Qualifications desired:
 - Prior English teaching/tutoring/helping experience
 - Ability to help each Tuesday night
 - Willingness to arrive at 6:30 pm and assist with set up
 - Willingness to stay a few minutes after class to help clean up

Key Accountabilities and Expected Results

Top 3 accountabilities of the position

- Speak and listen to the students in small group time
- Help answer the students questions
- To help the students have fun

Expected results

- Correct and encourage the students (2 hours/week – class time)
- Provide answers or resources for answers to the students questions (2 hours/week – class time)
- To see at least three students each week laughing until they cry (2 hours/week – class time)

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<http://www.PCCOakland.org/hec>

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PCCO Statement of Faith: <http://PCCOakland.org/hec/files/>