

**Job Title** VELT/ESL Instructor - Battle Creek Full-time positions **Posting #: 1529**

**Center** Refugee Employment

**City** Battle Creek, Michigan

**Post Date** 11/18/2013 to 11/25/2013

**Qualifications** Bachelor's Degree in Applied Linguistics, Linguistics, TESL, TEFL, TESOL or education along with extensive ESL teaching experience. Cross-cultural training or experience of living in and relating to other cultures preferred.

Must be willing to customize curriculum depending on the need of the students.

**Description** Full-time position based in Battle Creek.  
Provide Vocational English instruction in consultation with the Program Manager or Director.

**Example of Work** Teach VELT/ESL classes on-site at factories, community locations or in the office.  
Design, update and implement customized curriculum for each VELT location as needed. Provide additional services such as instruction for employment procurement, as requested.  
Assist in identifying new locations for classes.  
Maintain all required course and attendance records, client information, forms and other needed documentation of services in a timely fashion.  
Assist other instructors, caseworkers and employment services as requested and/or required.  
Represent LSSM and Refugee Services program in a professional manner at all service locations. Establish and maintain positive relationships with management of on-site locations.  
Demonstrate ability to use needed technology and computer software necessary for curriculum development and class preparation.  
Serve as a member and represent the organization in MCCR, MITESOL, TESOL, Michigan Literacy and/or other professional organizations.  
Maintain and enhance professional qualifications relevant to the duties of the position.  
Attend and participate in LSSM trainings and other professional development activities.  
Other related duties may be assigned or added.

**Conditions** Ability to work within the Mission Statement of the organization: Serving people as an expression of the love of Christ. Reliable and ongoing personal transportation. Valid unrestricted driver's license. Proof of valid personal automobile insurance. Expressed interest in the well being of refugees of all nationalities and philosophy of early employment and self-sufficiency. Perception of role as part of total LSSM program and ministry. Satisfactory verification of criminal/abuse check, Sex Offender's check, OIG Registry

clearance.

**Contact** Please send resume and credentials email to:  
Lutheran Social Services of Michigan  
Hiring Manager  
Refugee Services  
2 West Michigan Ave  
Battle Creek, MI 49017  
Fax: (269) 964-9283

**Email** Please include Job Title and Reference number (web-1529) in your resume.  
[refugeeBCcareers@lssm.org](mailto:refugeeBCcareers@lssm.org)