



VOLUNTEER DESCRIPTION

All Adult Education

Position Description: Volunteers assist in the following Adult Education classes: HiSET (formally known as GED) Test Preparation, ESOL, Literacy and Computer Training. In the HiSET Test Prep students receive high school level instructions in language arts, reading, social studies, science and mathematics to help them pass the HiSET test. ESOL, (English Speakers of Other Languages) program focuses on basic communication skills. Our aim is for students to become confident, accurate, fluent speakers and writers of English. Computer Training classes are offered on a variety of topics.

Position Title: Adult Education Tutor

Reports to: Education Supervisor

This volunteer shift is one day a week. Volunteers may choose more than one day. Volunteers are asked to commit for a minimum of three months

Volunteer Position Overview:

- Volunteers will provide educational 1:1 or small group support to clients.
- Volunteers will assist the supervisor with planning of educational activities.
- Volunteers will provide a positive and supportive environment in which the client can reach their full potential.

Volunteer Requirements:

- Volunteers must be enrolled in College or have a College Degree.
- Volunteers will have a significant amount of contact with clients. It is our goal that each client will have a positive learning experience.
- Volunteers must be flexible and have great communication skills.

For more information about our Adult Education program please click [here](#)