

## ADULT EDUCATION VOLUNTEER DESCRIPTION

**Position Description:** Volunteers assist both remotely and in person in the following Adult Education classes: High School Equivalency (HSE) Test Preparation and English for Speakers of Other Languages (ESOL). In the HSE Test Prep program, students receive high school level instruction in, reading, writing, social studies, science, and mathematics. The ESOL program focuses on basic communication skills. Our aim is for students to become confident, accurate, fluent speakers and writers of English.

**Position Title:** Adult Education Tutor

**Reports to:** Education Supervisor

This volunteer shift is two classes per week. Volunteers may choose to do one class a week. Volunteers are asked to commit for a minimum of three months

### Volunteer Position Overview:

- Remote instruction will be via a Beverly Bootstraps Zoom account.
- Volunteers will assist the supervisor with planning of educational activities.
- Volunteers will provide a positive and supportive environment in which students can reach educational goals.
- Volunteers will have a significant amount of contact with students. It is our goal that each student will have a positive learning experience.

### Volunteer Requirements:

- Volunteers will attend a distance learning orientation and training and will follow all Beverly Bootstraps policies for distance learning
- Volunteers must be enrolled in college or have a college degree.
- Volunteers must be flexible and have great communication skills.
- Remote volunteers must have basic computer and video conferencing skills.