



## ADULT EDUCATION DISTANCE LEARNING VOLUNTEER DESCRIPTION

**Position Description:** Volunteers assist remotely in the following Adult Education classes: HiSET (formally known as GED) Test Preparation and ESOL. In the HiSET Test Prep program, students receive high school level instruction in, reading, writing, social studies, science, and mathematics. The 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.

**Position Title:** Adult Education Tutor

**Reports to:** Education Supervisor

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

### Volunteer Position Overview:

- Volunteers will work remotely from their homes and provide 1:1 or small group educational support to students.
- 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.
- Volunteers must have basic computer and video conferencing skills.