

EMPLOYMENT SKILLS CENTER

29 S. Hanover Street, Carlisle

(717) 243-6040

VOLUNTEER TUTOR JOB DESCRIPTION

TITLE OF POSITION: Volunteer ABE, GED, or ESL Tutor

PURPOSE OF POSITION: To help an adult learn reading, writing, and comprehension skills and to widen his/her horizons through a one-to-one relationship. An ABE or GED tutor will also teach math. An ESL tutor would also improve a student's conversational skills in English ranging from a survival level to advanced study, as well as achieve US Citizenship skills.

QUALIFICATIONS:

- Bachelor degree or current enrollment in 4 year degree program
- All volunteers must comply with the following state mandated background check.
 - Criminal History Record Information obtained from the PA State Police
- Tutors must be dependable and prompt; interested in helping others, respectful of confidentiality, flexible, friendly, and patient.

TRAINING:

- 2.5 hour orientation session at the Employment Skills Center
- Self-paced online Tutor Training through the PA Adult Education Resources PD Portal
 - <https://pdportal.paadulthoodresources.org/learn/course/view/elearning/328/tutor-training-module-teaching-adults>
 - <https://pdportal.paadulthoodresources.org/learn/course/internal/view/elearning/334/tutor-training-module-teaching-strategies>
- 4 hours of continuing education per program year, also at the PD Portal

PLACE OF WORK: EMPLOYMENT SKILLS CENTER or community based location (public library, local café, etc.). Tutoring may **not** be held in the tutor's or student's home.

TIME COMMITMENT: A minimum of at least 6 months. The volunteer tutor and student should meet at least 3 hours per week (one 3 hour session or two 1.5 hour sessions).

DUTIES: After the tutor training, orientation and initial student meeting, the following is expected:

- Meet regularly and punctually
- Prepare for each lesson to meet the individual needs of the student
- Provide encouragement and support to your student
- Show acceptance by listening to what the student has to say and demonstrating personal concern
- Help student develop a positive attitude toward learning by giving learning tasks the student is able to perform and by telling the student when the task has been performed well.
- Encourage the student to continue responding to difficult materials by being supportive rather than critical of mistakes

- Identify student's special interest areas and integrate reading materials into lesson
- Inform tutor coordinator promptly of any problems encountered while tutoring your student

REPORTS REQUIRED:

- Keep accurate records of hours tutored and student progress
- Submit tutor time sheet and monthly tutor report every month to the volunteer coordinator: Beth Hinton (tutor@employmentskillscenter.org; 717-243-6040 ext. 4422)

ADDITIONAL SUPPORT:

- If you encounter any problems or need additional support for addressing student needs please contact the volunteer coordinator: Beth Hinton (tutor@employmentskillscenter.org; 717-243-6040 ext. 4422)
- Periodic in house professional development events will provide an opportunity to share ideas with other tutors and learn new techniques

VOLUNTEER CLASSROOM AIDE JOB DESCRIPTION

TITLE OF POSITION: Volunteer Classroom Aide

PURPOSE OF POSITION: To assist an instructor in an ABE, GED or ESL classroom. This may consist of working one on one with a student or facilitating practice in a small group.

QUALIFICATIONS:

- High School Diploma or equivalent
- All volunteers must comply with the following state mandated background check.
 - Criminal History Record Information obtained from the PA State Police
- Aides must be dependable and prompt; interested in helping others, respectful of confidentiality, flexible, friendly, and patient.

TRAINING:

- 2.5 hour orientation session at the Employment Skills Center
- Participation in at least one in-house Professional Development events per program year

PLACE OF WORK: EMPLOYMENT SKILLS CENTER or off-site classroom (e.g. Stuart Community Center classroom)

TIME COMMITMENT: A minimum of at least 6 months. At least one class a week (2.5-3 hours a week).

DUTIES: After the initial orientation the following is expected:

- Meet regularly and punctually
- Provide encouragement and support to your student
- Show acceptance by listening to what the student has to say and demonstrating personal concern

- Encourage the student to continue responding to difficult materials by being supportive rather than critical of mistakes
- Inform the instructor promptly of any problems encountered

REPORTS REQUIRED:

- Keep accurate records of volunteer hours and submit monthly to the volunteer coordinator: Beth Hinton (tutor@employmentskillscenter.org; 717-243-6040 ext. 4422)

ADDITIONAL SUPPORT:

- If you encounter any problems or need additional support for addressing student needs please contact the volunteer coordinator: Beth Hinton (tutor@employmentskillscenter.org; 717-243-6040 ext. 4422)
- Periodic in house professional development events will provide an opportunity to share ideas with other aides and learn new techniques