# Jamaica Plain Community Centers Adult Learning Program JOB DESCRIPTION

**Volunteers/Tutors**

*The Volunteer is part of a professional collaborative team committed to empowering adult learners to achieve their goals through academic achievement.*

# GENERAL STATEMENT OF DUTIES:

Volunteer/tutors provide academic support and supplementary instruction to adult learners enrolled in ABE/HiSET, ESOL or computer classes to ensure student's educational success. The minimum time

commitment expected from all volunteers is 2 hours per week of direct service over the course of at least nine months (equaling approximately 75 hours of direct service).

# RESPONSIBILITIES:

* Provide supportive and goal-oriented tutorial and academic support services to small groups of students, or assist teacher in class to customize instruction to each student’s needs.
* Coach and encourage students to explore and work towards next steps.
* Participate in comprehensive training including initial volunteer orientation, 15-hour training program, workshops, and class observations.
* Participate in periodic in-service and external training opportunities and idea sharing meetings.
* Collaborate with Teachers to align tutoring materials and content with classroom lessons and student goals.
* Assist in significantly increasing an adult student’s learning, advancement and educational success.
* As part of a team, communicate with students, teacher and Volunteer Coordinator about student needs, learning styles, instructional content, best approaches, and any problems.
* Communicate with Volunteer Coordinator and teachers regarding student's needs and progress.
* Constructively participate in volunteer meetings, workshops, and team-based projects to promote instructional excellence and to ensure performance goals are met.

# QUALIFICATIONS:

B.A. /B.S., preferred and/ or experience in Education, Human Services, or related field preferred, as well as cross-cultural experience. Ability to work within a hybrid educational environment. A strong commitment to learner-centered, achievement-oriented adult education, a respect for the many experiences and skills that ALP students bring to their studies, and a desire to help encourage, enhance, and build upon these skills. Excellent communication skills - ability to work independently and as part of a team. Must pass CORI/SORI background check.

# BENEFITS:

* Periodic in-service training and idea sharing meetings.
* Continuous assistance, supervision, and support from the Volunteer Coordinator.
* Individual mailbox to facilitate communication.
* Quarterly newsletter for Volunteers at ALP.
* Free access to tutoring materials and information about job opportunities, conferences, workshops, etc. in adult education.
* Membership to Jamaica Plain Community Centers, with access to a gym, pool, computer lab, yoga classes and other opportunities.
* Participation in a vibrant international educational community.

# SUPERVISION RECEIVED:

Reports to the Volunteer Coordinator.

Please send inquiries to [joyce@jpadulted.org](mailto:joyce@jpadulted.org) NO PHONE CALLS PLEASE.

JPCC is an equal opportunity employer and actively seeks candidates from diverse backgrounds