

## Adult Education Volunteer Opportunity

**Position:** Adult Education Volunteer/Digital Literacy Tutor

**Department:** Adult Education and Employment

**Location:** Howard and Evanston Community Center 7648 N Paulina St, Chicago. IL 60626

**Reports to:** Adult Education Volunteer Coordinator

**General Description:** Volunteer tutors assist adult learners with literacy, numeracy, English language, or digital literacy skills (helping students with Gmail, zoom, the internet etc.) in a supportive environment. Tutors encourage and support students by helping them develop confidence and a positive attitude towards education.

**Time Commitment:** 1– 2 hours per week for a minimum of six months

### DUTIES/RESPONSIBILITIES:

- Meet with student(s) weekly for 1:1 or small group tutoring sessions for 1.5 – 2 hours per week for a minimum of six months.
- Engage students in the decision-making process of developing an education plan and setting goals.
- Plan and design lessons and activities that support the students' educational goals.
- Review and select appropriate instructional materials that reflect the students' interests and levels.
- Maintain a positive and encouraging learning environment that acknowledges and celebrates the students' progress.
- Complete and submit required paperwork, including attendance records, goal sheets, and student progress reports, in a timely manner.
- Maintain professional boundaries with students.
- Refer students to other HECC services, as needed, in consultation with the Adult Education Manager.
- Stay informed about Adult Education programming through the newsletter and other communications and participate in professional development activities of interest.
- Maintain regular communication with the Adult Education Volunteer Coordinator regarding your tutoring match.
- Respond to emails and phone calls in a timely manner.
- Honor student confidentiality.

### REQUIRED EDUCATION, TRAINING AND/OR EXPERIENCE:

- A minimum of a high school diploma or GED is required
- Previous volunteer experience, especially working with adult learners, is helpful but not required
- Complete a 12-hour tutor training, HECC orientation and classroom observation (Can be partially waived depending on previous experience)

[HECC Adult Education Volunteer Application](#)