

VOLUNTEER JOB DESCRIPTION

GED Tutor



Position Title: GED Tutor

Department: Education and Employment Department

Supervisor: Julie Bieber, Academic Instructor

Purpose: The Education and Employment Department provides comprehensive services designed to build critical thinking skills necessary to increase literacy, enhance employability, and gain and retain employment for adults and youth ages 16 and older. Our students are Delawareans who face barriers to employment and educational achievement. As a result, they often lack a high school education and/or are unemployed with limited to no employment history.

Tutors assist students to enhance their skills in reading, writing, science, social studies, and/or math.

Benefits: GED Tutors work directly with students, helping them to develop the knowledge, skills and confidence to take the exam and achieve their GED.

Responsibilities:

- Work with an assigned student or group of students functioning within the 5th-12th grade level, providing assistance in one or more academic subject.
 - Coach the student in identifying resources needed to complete assignments.
 - Review completed assignments and suggest ways to improve or supplement assignments.
 - Provide feedback on the student's progress and encourage student to continue to focus on academic excellence.
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Commitment: Tutors are needed weekday mornings and afternoons. Shifts last at least one hour, between 9:00 am and 12:30 pm. A two month commitment is preferred, but not required.

Qualifications:

- Must be at least 18 years of age.
 - Must have achieved a high school diploma or GED.
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Training: Training and materials for this position will be provided during the orientation session.

If Interested: Please contact Julie Bieber (jbieber@westendnh.org) ▪ (302) 658-4171 x 180