



## **Volunteer Job Description—Education Internship/Practicum**

**Job Title:** Education Services Evening Resource Aide

**Objective:** Provide office, classroom, and project support for Education Services

**Department:** Education Services

**Location:** On site—Institute building

**Time commitment:** 3 days/week (Monday-Wednesday). Minimum of 9 hours/week between the hours of 5:00-8:30 p.m. + minimum of 12 weeks duration (minimum of 108 hours total); maximum—no limits on hours/week, weeks of duration or total hours

### **Responsibilities:**

- Assist with record keeping for core evening program and for other programs as requested
- Work on Special Programs projects as requested
- Tutor in the Literacy Tutorial program as needed
- Assist in monitoring clients and tutors during Literacy Tutorial program as requested
- Assist in core and citizenship classes as needed
- Assist in assessment and/or preparation of client work as requested
- Assist at front desk or fill in for receptionist as needed

### **Qualifications:**

- Native speaker proficiency in English
- Detail-oriented
- Ability to work under pressure and in a fast-paced environment
- Ability to work well with others
- Ability to work independently
- Dependable and punctual
- Cultural sensitivity and flexibility essential
- Strong preference for at least one year of college toward a degree in Education, English, International Studies, Linguistics, Foreign Language or like field of study

### **Training Requirements:**

Two New Volunteer Orientations (Agency and Departmental)  
Periodic Volunteer Tutor & Teacher Aide Training workshops  
On-the-job training  
Optional, but encouraged—New Staff Orientation (covers services of agency)

### **Benefits to Volunteer:**

Authentic work experience in office and classroom environment  
Interaction with diverse populations  
Make a significant contribution to the day-to-day operations of the department