



Volunteer Job Description—Education Internship/Practicum

Job Title: Literacy Program Intern (Afternoon)

Objective: Assist ESOL Literacy Instructor in meeting educational needs of clients who require intensive literacy instruction, and provide office support for Special and Core programs

Department: Education Services

Volunteer Supervisor: Sarah Barnard, Manager of Special Programs and Literacy

Location: On site—Institute building

Time commitment: 4 days/week (Monday-Thursday). Minimum of 12 hours/week between the hours of 12:30-4:00 p.m. (may add hours from 4:00 p.m. to 5:30 p.m. as desired) + minimum of 10 weeks duration (minimum of 120 hours total); maximum—no limits on hours/week, weeks of duration or total hours

Responsibilities:

- Tutor in the Literacy Tutorial program as needed
- Assist in monitoring clients and tutors during Literacy Tutorial program as requested
- Assist in daily assessment and preparation of client work
- Substitute teach in the Literacy Tutorial program as needed
- Assist with record keeping for Special and Core programs as requested
- Assist in creation of Special and Core programs materials as requested

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 training workshops

On-the-job training

Optional, but encouraged when available—new staff orientation (covers services of agency)

Benefits to Volunteer:

Authentic work experience in office and classroom environments

Interaction with diverse populations

Make a significant contribution to the day-to-day operations of the department