Adult Education Volunteer

**Job Title:** Adult Education Program Volunteer

**Brief Job Description:** AEP Volunteers will help facilitate weekly classes, working one-on-one with attendees to reach his or her particular career goal.

**Responsibilities:** Volunteers will be involved in:

* Teach GED
* Setting goals with attendees
* Teaching computer literacy
* Assessing goal progress

**Qualifications:** AEP Volunteers should be friendly, engaging, reliable, respectful, non-judgmental, and at least 21 years old. Furthermore, volunteers must be familiar with job-seeking, resume writing, and computer navigation.

**Time Commitment:** AEP Volunteers must be present on Mondays from 5:30-7 PM and/or Wednesdays from 5:30-7PM. Volunteers must arrive before the session in order to discuss attendee progress. If not able to attend weekly, volunteers are expected to plan when they will be available.

**Benefits:** Working with the Adult Education Program is personally rewarding, teaching life skills that include compassion, patience, leadership, and relationship building.

***For more information or to volunteer, please contact:***

***Our Development Department***

***vlpnews@villagelearningplace.org***