



GED Tutors - WIOA Volunteer Description

The WIOA Tutor Volunteer provides academic assistance in the form of writing, grammar, mathematics, science, and social studies to current WIOA students and assists to adult students who are working toward completing their GED, high school diploma.

Volunteer Responsibilities:

- Complete informal interview and mandatory orientation
- Tutor individual students, one-on-one, or in small groups
- Notify the program manager if you are unable to be present during your scheduled hours
- Maintain a clean and orderly work area; maintain good housekeeping, and learning environment

Volunteer Qualifications:

- Sensitivity to cultural differences, able to work harmoniously with individuals with disabilities, special needs and other barriers to employment
- Must be able to commit to tutor for a minimum of four months on a set weekly schedule (August – January on Mondays & Wednesdays from 11:30am-1:30pm)
- Dependable and understanding
- Advanced reading and writing skills
- Advanced math skills
- Must have ability to multi-task
- Must be able to understand and follow written and verbal directions
- High level of adaptability and flexibility