

ADULT EDUCATION VOLUNTEERS FOR THE GRAY HOUSE:

The Gray House, a community non-profit in Springfield, is looking for volunteers to instruct and assist instructors for their adult education program, which focuses on English for Speakers of Other Languages (ESOL) and basic literacy. The commitment is a minimum of 1.5 hours per week for 12 weeks during the academic year. Classes take place at The Gray House during the day. Comprehensive tutor training is provided.

Below are the instructor/assistant expectations to ensure we maintain the highest standards for our students:

Administrative Expectations

- Complete orientation and training
- Assist with student intake/assessment/enrollment/attendance processes
- Ensure attendance and punctuality for entire 12-week session
- Lead Instructors and Friday Volunteer Tutors report directly to the Education Director, whereas classroom Volunteer Assistants report directly to the Lead Instructor

Personal Expectations

- Cultural competency – respectful and responsive of others' cultural differences
- Positive belief that all students can learn
- Non-judgmental, flexible, enthusiastic and patient attitude
- Ability to work as part of a professional team
- Business casual dress and professional body language

Instruction/Tutoring Expectations

- Knowledge of subject area (English, ESOL, Phonics, Foreign Languages & Literacy)
- English only during instructional sessions
- Curriculum for level followed using materials assigned
- Literacies of reading, writing, math, financial, health and digital included

If interested, please visit The Gray House at 22 Sheldon Street, Springfield, call 413.734.6696, or email volunteer@grayhouse.org.