



ADULT EDUCATION VOLUNTEERS DURING THE PANDEMIC:

The Gray House, a community non-profit in Springfield, is looking for volunteers to instruct, assist instructors and tutor one-on-one for their Adult Education program, which focuses on literacy and beginning level English for Speakers of Other Languages (ESOL) and intermediate English conversation. The commitment is a minimum of 1.5 hours per week for 12 weeks during the academic year. A required comprehensive training is provided.

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

Administrative Expectations

- Complete orientation and training
- Ensure attendance and punctuality for entire 12-week session
- Attend planning and training meetings for assigned level and student(s)
- Work with technical coaches and lead teachers as needed
- Report any issues to the Education Director
- Adhere to Volunteer Instructor/Tutor Code of Conduct

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 call 413.734.6696 or email Education@GrayHouse.org to make an appointment. To learn more about the program, please visit GrayHouse.org.