

ADULT EDUCATION VOLUNTEERS FOR URBAN POTENTIAL:

Urban Potential, 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. Classes take place at Trinity Church in the evening. 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 report directly to the Education Director, whereas classroom Volunteer Tutors 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 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 Urban Potential at 361 Sumner Avenue, Springfield, or email jfonspringfield@gmail.com.