



## GED, HiSET, TASC (high school equivalency exams) or Basic Literacy Tutor Volunteer

### Position Overview and Impact

Douglas County Libraries elevates our community by inspiring a love of reading, discovery and connection. Volunteers are an invaluable resource in improving the quality of living in Douglas County.

High School Equivalency (HSE) and Basic Literacy Tutors work with adults in our community who are preparing for their HSE exams, which will enable the student to apply for college or qualify for employment opportunities.

### Key Responsibilities

- Communicates with the Adult Literacy Department for guidance in materials selection and lesson planning.
- Respects the student learner's life experience in designing adult-oriented lessons
- Provides learner-centered instruction under the guidance of the Adult Literacy Department to help the learner reach his or her goals
- Checks and responds to emails from the learner and Adult Literacy Department staff regularly
- Establishes boundaries and assigns appropriate homework
- Reports hours and progress monthly to the Adult Literacy Specialist

### Qualifications

- 21 years or older
- Some college education, Bachelor's degree or higher preferred
- Passion for learning and personal growth
- Possesses good communication skills
- Culturally humble and sees teaching as path to his or her own self-growth
- Background check passed

### Training and Support Provided

- Mandatory 3.5 hour orientation
- Ongoing support from Adult Literacy Department
- Teaching tools and webinars from [www.gedtestingservice.com](http://www.gedtestingservice.com) and other optional training opportunities

### Benefits of Volunteering

- Our volunteers enjoy personal growth and interaction, a sense of community involvement, potential physical benefits of activity, work experience, and development of job skills
- Adult Literacy volunteers gain experience working with people from different cultural and economic backgrounds
- We provide a safe, pleasant environment and the opportunity to meet people from diverse backgrounds

### Time and Length of Commitment

- Minimum of one hour per week of contact time with assigned student until the student is ready to pass the exam
- Planning and preparation time for meetings equal 1-4 additional hours per month

### Staff Connection

- Adult Literacy Specialist and Adult Literacy Program Branch contacts

*Created January 2018*