

# Volunteer Job Descriptions

## Position Summary

### **ESL/ABE Classroom Volunteer**

The ESL/ABE Classroom Aide will help foster English Skills for students Self-reliance and involvement in the community. They will help the students with studying and preparing for the GED as well as improve conversational English skills.

- Aide in studies for the GED
- One-on-One help with the Students
- Printing and preparing materials for class

### **CRESL Aide**

The CRESL Classroom aide will help promote the use of English in class as well as help develop the skills necessary for learning within the classroom. These skills include learning how to hold writing utensils, how to use the workbook, among others. They will also help in the teaching of computer skills to promote “computer literacy.”

- Help develop proper classroom skills and etiquette
- Copying/Printing of materials
- One-on-One help to students at appropriate time
- Encourage English Only in the classroom
- Encourage students and maintain motivation

### **Citizenship/Civics Aide**

- Aide in learning history and civics skills related to the Naturalization process
- Administering mock citizenship tests including the reading and writing portions
- Small group/One-on-One aid and support

### **Shared Responsibilities**

- Assist office staff with student record attainment, filing, updating
- Assist Teachers with material preparation (laminating, cutting, copying)
- Office Tasks
- Database Entry
- Fundraising (Rare but important)

