

## **Volunteer Job Description**

**Title: Small Group Facilitator**

### **Time Commitment**

- 1– 2 hour class time as well as weekly preparation (½ - 2 hours)
- Must be at every class on schedule or notify Small Group Coordinator immediately of any foreseen absences.

### **Duties**

- Teach a class of multi-level adult learners in a manner that is consistent with the WLC philosophy of the learner-centered classroom. Focus primarily on the learners' personal literacy goals.
- Report total volunteer hours at the end of class session or quarter when prompted.
- Record attendance and return form at end of class session.
- Establish good relations and communication with partner organizations. Refer questions and comments to Small Group Coordinator.
- Distribute, collect, and return classroom information surveys.
- To avoid miscommunications, do not set up meetings with on site partners without first consulting with the Small Group Coordinator.
- Accept coaching and assistance from coordinator which may include site visits and review of lesson plans.

## **Qualifications**

- Willing and able to meet with Small Group Coordinator in person for updates and curriculum planning.
- Dependable, supportive, patient and flexible individual able to relate to culturally and/or economically diverse individuals.
- Enthusiastic to establish good rapport with learners and respond to their learning needs.
- Able to demonstrate good listening skills in a respectful, sensitive, and supportive manner.
- Willingness to learn new information and skills.
- Respectful of confidentiality.

## **Requirements**

- Must be over 18 years old and have obtained a high School diploma or a G.E.D
- Must view both online orientation videos, complete a screening interview, complete online training as assigned, and attended other training as assigned.

**Reports To:** Small Group Coordinator