

Volunteer Job Description

Title: Small Group Class Facilitator

Reports to: Mara Louter, Small Group Class Coordinator (SGC)

Time Commitment

- 1-2 hours of class time per week plus planning time
- Must be available to facilitate a class once a week, ideally for a minimum of 9 – 12 months. A typical class session runs for about 8 weeks.
- Must be on time for every class. Notify SGC of any absences foreseen.

Duties

- Facilitate a class of multi-level adult learners in a manner that is consistent with the Whatcom Literacy Council philosophy of the learner-centered classroom. Focus primarily on the learners' personal literacy goals.
- Remain in touch with the SGC. Report total volunteer hours, successes and challenges 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 SGC.
- Distribute, collect and return information surveys and photo release forms.
- To avoid miscommunications, do not set up meetings with on-site partners without first consulting with SGC.
- Accept coaching and assistance from SGC, which may include site visits and review of lesson plans.
- Participate in on-going training as needed.

Qualifications

- Willing and able to meet with the SGC in person for updates and lesson planning.
- Dependable, supportive, patient and flexible individual able to relate to culturally and/or economically diverse individuals.
- Able 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 WLC online orientation videos, complete a screening interview with a WLC staff member, as well as complete online and face-to-face training.