

# Volunteer Classroom Assistant

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## *Reports to Group Facilitator*

**Do you enjoy working in a classroom environment? Do you want to share your skills and experience with other adults? Can you encourage as well as educate?**

We are looking for volunteers to assist our Group Facilitators in various classes. These groups run 2-3 hours per session, one or two days per week. Assistants would be helping individual students with reading, writing or math work while the Group Facilitator is teaching or would be covering for the Group Facilitator during an absence.

### **Benefits of being a Classroom Assistant**

- Flexible hours and commitment level
- Work under the guidance and experience of a Group Facilitator
- Have the benefits of working in a classroom without any of the lesson planning
- Expand your teaching skills through mentoring with the Group Facilitator

### **Volunteer Skill and Requirements:**

- Have strong, fluent English communication skills (verbal and written)
- Be able to develop rapport and connect with a variety of learners
- Have basic computer skills
- Be able to take direction and work independently
- Have excellent problem-solving skills
- Be available on short notice

### **Training Required**

- All volunteers will complete TLG online training
- All volunteers will complete mentoring with the Group Facilitator and the specific group of learners before working independently with the learners

### **Role Responsibilities**

- Deliver between 2 and 6 hours per week of training to a group of pre-assessed adults
- Deliver individualized lessons to adults with varying skills and experience
- Modify delivery style (with TLG staff assistance) to accommodate learners' differing needs
- Provide feedback to TLG program staff for continuous improvement of program