

**Job Announcement**

**Position:**  **Adult Education Volunteer**

**Location:** All campuses and class sites

**Department:** Adult Education

**Reports to:** Lead Instructor or classroom instructor

**Nature of Duties:**

Volunteers support the Adult Education program in a variety of ways. Some volunteers are most comfortable grading tests, making copies, filing paperwork, and providing general encouragement to students. Others prefer to use their skills in tutoring on a one-to-one basis in subject areas that they feel most comfortable with. Still others have specific knowledge, expertise or work experience that lends itself to supporting students in becoming successful in a broader fashion. For instance, individuals with Human Resources experience might feel compelled to offer a workshop on interview skills or resume writing. Others with banking experience might be able to offer students guidance regarding online banking or developing household budgets. We welcome and appreciate what you can bring to our educational environment. Adult Education is supported entirely through grant funds and volunteers make a critical difference in the success of students, and the number of students we can reach.

**Minimum Qualifications: Applicants must have a high school diploma or GED diploma.**

**Preferred Qualifications:** A desire to help others, patience, and an open mind.

**Salary:** N/A

**Benefits:** Benefits are varied and include: intrinsic satisfaction in knowing that you help to change others’ lives for the better, the joy of seeing the “ah-ha” moment when someone “gets” what you are trying to teach them, new friends, the opportunity to share your gifts, the chance to learn something new yourself…

**Application Deadline:** None

**Method of Application:** Volunteers must complete the standard West Georgia Technical College application for employment. This is necessary because all volunteers must successfully pass a background check before entering the classroom. We realize this seems cumbersome and perhaps off-putting to you, but please know that our motives are always for the best interest of our students and such procedures are a reality of the times in which we live and work. Please complete the application through the electronic system at: [www.westgatech.edu](http://www.westgatech.edu)