



# Adult Education Volunteer Handbook



**BASIC SKILLS**

**ENGLISH AS A  
SECOND LANGUAGE**

**GED®**

*Providing opportunities  
for adult learners to  
strengthen their lives  
through educational  
experiences.*

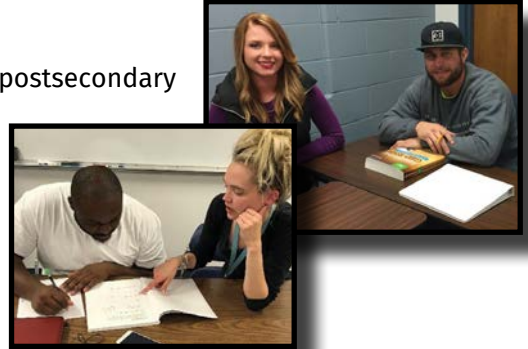
[www.southeast.edu/AdultEducation](http://www.southeast.edu/AdultEducation)

## »» What is Adult Education?

Adult Education is a local, state, and national grant-funded program established to provide basic education skills to the student who is 16 years of age or older and not enrolled in school. The goals are to improve students' skills to find, keep or advance in a job, enroll in post-secondary education, become more active in their community, or to become U.S. citizens.

The SCC program has three components:

- 1 Basic Skills**  
Improve skills in reading, writing or math for postsecondary education or the workplace
- 2 ESL (English as a Second Language)**  
Learn to speak, read and write English
- 3 GED® (General Educational Development)**  
Attain a high school credential



## »» Requirements to Become a Volunteer Tutor

- 18 years of age or older
- High school diploma
- Willingness to help adult students learn

## »» Volunteer Opportunities

- Assist in teacher-led classroom with students who need extra help in reading, writing or math or students working to attain a high school credential (reading/writing, social studies, science, and math)
- Work in small groups or with individual students learning or improving English skills
- Help students with software programs
- Work one-on-one with visually or hearing impaired students

## Volunteer Coordinator

Vicki Carper

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## »» Volunteer Rights & Responsibilities



### It is your right:

- To have an assignment that is worthwhile and challenging.
- To receive the orientation, training and supervision needed to do the job.
- To feel that your efforts have real purpose and that you contribute to SCC's Adult Education mission.
- To receive useful feedback and evaluation on the work you perform.
- To be treated as an equal partner within the Adult Education program.
- To be trusted with confidential information necessary to carry out your assignment.
- To be kept informed about relevant matters and changes with the Adult Education department.
- To request a new assignment within the program.
- To ask any questions that will clarify a task or assignment.
- To give the AE department input or feedback on your volunteer experience.

### It is your responsibility:

- To meet the time commitments or to provide notice of any changes.
- To perform the tasks assigned to you to the best of your ability.
- To provide input on ways your duties might be better performed.
- To follow organizational policies and procedures.
- To respect those confidences entrusted to you.
- To be open-minded and respectful toward your students.
- To notify the Volunteer Coordinator or instructor in advance of absences or schedule changes.
- To accept reasonable tasks without complaint.
- To report your hours on the attendance sheet.
- To notify the Volunteer Coordinator directly when ending volunteer service.



# DOs & DON'Ts When Volunteering in Adult Education Classes

## DOs

1. DO ask the instructor what you can do to best assist in their teaching program.
2. DO be dependable.
3. DO be punctual.
4. DO dress appropriately. Be comfortable yet modest.
5. DO engage students in conversations to help them feel comfortable and open to learning.
6. DO circulate periodically and ask students how they are doing and maybe have them explain a section of the lesson they are doing.
7. DO answer all student questions in a respectful manner no matter how simple or trivial the answer seems, nor how many times it has been asked.
8. DO be yourself, use your own talents and enjoy the fruits of volunteering.

## DON'Ts

1. DON'T use your own teaching sequences before you have checked with the instructor and understand how these sequences fit into the instructor's program.
2. DON'T just show up to help on the days you have no other commitments.
3. DON'T show up 10, 15 or 20 minutes late for a class without informing the instructor. They are depending on you.
4. DON'T create distractions for the students with your choice of clothing.
5. DON'T use learning resources other than your instructor's before checking with their to see if they are appropriate and readily available.
6. DON'T engage students in inappropriate conversation. If necessary, direct the student to the instructor if other avenues would be more helpful.
7. DON'T stay seated at the front of the room after telling the students to come to you if they have a question.
8. DON'T show your opinion (smile, chuckle, etc.) when the student asks a seemingly trivial question, maybe several times.
9. DON'T pretend to be someone you are not and thus become dissatisfied with your own effectiveness as a volunteer.



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