

**Volunteer Job Description**  
**Assistant Tutor**  
(On-site)



LEAP students, for the most part, prepare to take the GED. This test is the equivalent of a high school diploma. The GED test is comprised of 5 subject areas: Reading, Writing, Science, Social Studies and Math. LEAP student prepare for all these subjects under the guidance of our LEAP staff and in some instances volunteers. The specific duties of the Assistant Tutor are:

- Support the teacher in the room by working one-on-one with students as needed;
- Reviewing homework and checking the work (answers provided ☺);
- Making copies of lessons
- Keeping teacher informed of student progress or questions

**Training:**

You will be given the same assessment that we give the LEAP students. This experience will help you better understand what the students are learning, and where you may be able to be of assistance.

As part of the training, you will be asked to visit the assigned group and observe on several occasions. Although you are observing, do not be surprised if you jump in right away, depending on the number of students and or subject matter.

LEAP provides ongoing training for assistants in subject matter through the Learner Web and in person, twice monthly.

**Skills/Experience:**

Previous experience: working with adults in a learning capacity. This could be at your workplace in a social organization or other venue where you have worked cooperatively on a project to meet a goal.

Patience

Flexible

Non-judgmental

Plus Skills (great but not necessary)

Knowledge of adult learning and education, reading, writing and math