



Dartmouth Learning Network General Equivalency Diploma (GED) Volunteer Position Description

Purpose: This position will be primarily responsible for classroom instruction to adult learners looking to enrol in the Dartmouth Learning network's evening GED Program who may need extra support in math and English.

Reports to: Community Learning Program Coordinator

Length of Commitment: Nine months (September – June)

Weekly Time Commitment:
6:30 pm – 8:30 pm Monday

Location: Dartmouth Learning Network

Qualifications:

- Must be 19 years of age or older
- Friendly outgoing, patient and a good communicator
- Literacy Practitioner certification or desire to work towards
- Teacher certification an asset but not necessary; student teachers welcome
- Two (2) years experience teaching in an alternative educational setting
- Experience working/volunteering with adult learners

Responsibilities:

- Prepare lesson plans/course materials in accordance with course syllabi for all five GED exam subjects: English, Writing and Comprehension, Literature, Social Studies, Science and Mathematics.
- Instruct and evaluate students in all GED subject areas.
- Track student attendance, grades, and progress
- Monitor all students' registration and completion of the GED exam
- Provide counseling and academic guidance to students as needed.
- Introduce and effectively use technology in classes.
- Special projects as assigned.