



## **Dartmouth Learning Network Math Basics Volunteer Instructor Position Description**

**Purpose:** To support instruct and supervise a small group of adult learners, helping them learn basic math skills. You will instruct 4-6 learners dedicated to your class.

**Reports to:** Community Learning Program Coordinator

**Length of Commitment:** Three to six months

**Weekly Time Commitment:**

- Three hours of teaching time per week
- 9:00 am – 12 Noon Monday or Friday or every second Saturday

**Location:** Dartmouth Learning Network

**Qualifications:**

- Must be 19 years of age or older
- Enjoy math
- Have a solid background in basic math concepts including fractions, percentages, area and perimeter.
- Strong leadership skills
- Love of teaching
- Enjoy working with small groups of adult learners

**Responsibilities:**

- Develop math lesson plans
- Teach math concepts to adult learners and help learners master concepts
- Supervise learners while they are doing their work, checking for accuracy
- Give homework to reinforce concepts
- Collect and check homework
- Document learners progress
- Track attendance
- Attend regular volunteer meetings for instructors/mentors