



Hawthorne Education Center
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Tutor/Lab Assistant

Our community welcomes refugees and immigrants from all over the world, but many of them have never had access to English education. By volunteering at Hawthorne Education Center, you can make another level of learning available to them! Hawthorne Education Center's mission is to provide opportunities to adults to gain control over their own lives by enabling them to practice, learn from, and to the best of their abilities, master the strategies required for responsible citizenship, productive employment, and self-sufficiency.

The tutor/lab assistant will help students with questions that they have about the material from their classes. Hawthorne offers Adult Basic Education, Citizenship Preparation, English as a Second Language, GED Preparation, and developmental college classes, so volunteers are crucial to ensure that students have the opportunity to work on their classwork with adequate attention and help.

Expectations:

- You are expected to assist staff in tutoring learners: facilitating small group discussions; working one-on-one within the open labs; assisting learners in basic computer literacy, computational, reading, and writing tasks.
- You are expected to sign-in and out for each date of service and wear a name badge while in the building.
- You are expected to respect the privacy of the learners by keeping information you learn about them confidential.
- You are expected to maintain a professional relationship with the learners: do not transport them or their families, dispense medications, or lend money to them. Maintain professional boundaries.
- You are expected to bring any concerns you have about a learner's well-being to the attention of Hawthorne staff immediately.
- You are expected to work to dismantle any bias or cultural assumptions you may have, and work to make our larger community ever more inclusive.
- You are expected to work under the direction and supervision of staff members, and always work in a highly visible area.
- You are expected to avoid blood and other bodily fluids.
- You are expected to notify staff in advance of absences.
- You are expected to participate in all drills including fire, tornado, and lock-down.

The time commitment to this position varies based on the volunteers' schedules. We respect volunteers' schedules and tutorial preferences. Whether you volunteer an hour a week or an hour every day your commitment to the Hawthorne citizenship program is an important one. We prefer regular commitments and will work with you to find the ideal time you can help us with our mission.

Volunteer Coordinator: Katie Cushwa
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