



Volunteer Title: GED Tutor

Department: Housing

Time: Wednesdays and Thursdays from 8:30am – 12pm, all shifts must be pre-scheduled.

Reports to: GED Case Manager

Summary of Position

- To assist program staff by working with clients pursuing a high school equivalency diploma (GED).

Duties and Responsibilities of Position

- Arrive promptly, sign timesheet at front desk, and wear volunteer badge
- Help students develop confidence and a positive attitude toward learning by affirming their thinking and progress in lesson plans
- Work with program staff to select materials and approaches that are suitable to the student's skill level and needs as well as praising success

Skills & Attitude

- Respect all agency policies, including client confidentiality
- Encourage students to respond to difficult materials by being supportive rather than critical of any mistakes
- Understand the issues in the lives of clients that may cause them to have difficulty learning
- Show respect students by listening to what they have to say and by involving them in decisions about the learning process

Dress Code

- No sleeveless shirts; no apparel displaying offensive language and/or alcohol marketing, conservative length shorts or skirts, do not wear jeans or pants with holes

Qualifications

- Interested in relating to a variety of people
- Literate (professional training is unnecessary)

Age requirement policy: 18 years of age.

For scheduling a volunteer opportunity or additional questions, contact:

Samantha Decker | Development Specialist

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314.802.0681

St. Patrick Center provides opportunities for self-sufficiency and dignity to people who are homeless or at risk of becoming homeless. Individuals and families build permanent, positive change in their lives through safe and affordable housing, sound mental and physical health, and employment and financial stability.

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