



National External Diploma Program (NEDP) Volunteer Tutor

Position Description

Purpose/Objective:	To tutor adults in order to help them qualify and pass NEDP exam To build the confidence of adult learners in their educational endeavors.
Location:	Silverleaf Hall (480 E 176th St, The Bronx, NY 10457)
Key Responsibilities:	<ul style="list-style-type: none"> • To tutor adults in math, reading and writing according to what section they need help passing • To assess what kinds of questions are giving students problems and practice them accordingly • To assess the progress of the adults coming to the program and gauging how much work they'll need in order to pass
Qualifications:	<ul style="list-style-type: none"> • Must be 18 years or older • Must be willing to undergo a background check and fingerprinting <p><i>Experience tutoring is preferred but not required</i></p>
Time Commitment:	Saturdays from 11am to 1pm
Training / Support Provided:	While there is no formal training, the educational director will be present at all times during tutoring to offer support and suggestions to volunteers. Additionally, there are various educational resources on the site that volunteers can use whenever tutoring. The educational director also has access to students' previous test results and can tell tutors what kind of questions a student is struggle with.
Benefits:	<ul style="list-style-type: none"> • Lantern Letter of Recognition of Service • Recommendation for Mayoral Service Recognition upon the completion 100 hours of service (at volunteer's request)
Volunteer Supervisor:	Educational Director - Jacqueline Wayans
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