



Madison County Adult Education Volunteer Characteristics



Mission

The Madison County Adult Education program, administered by the Tennessee Technology Center at Jackson provides the citizens of Madison County an opportunity to pursue a GED and/or other education that will enable them to secure and retain gainful employment, to make additional contributions as citizens, and to be a source of stability and strength to their families.

Characteristics Required

- patient, open-minded, flexible attitude
- ability to teach reading, writing, and math
- strong communication skills
- respect for confidentiality

Time Commitment

- agree to volunteer on a set schedule as your time permits

Duties and Responsibilities

- assist the learner in subjects that may include reading, writing, math, or life skills
- utilize, find, and prepare teaching material to suit student's ability, goals, and interests
- discuss student progress with the coordinator
- report concerns and issues to the coordinator when they arise
- keep a record of volunteer hours and student hours
- maintain a positive, warm attitude that encourages the student to learn
- volunteer at Tennessee Technology Center at Jackson, TN Career Center, Jackson-Madison County Library, or other approved sites

Training

The Madison County Adult Education Program will provide:

- training on Adult Education objectives, attendance, learner progress
- opportunities for additional skills training when applicable