**Learning Center Volunteer**

Shelter Support Volunteer Position

***SHIFT SCHEDULES: Monday through Thursday from 9:30am – 11:30am or as needed***

Reports to: Activities Coordinator

**\*\*\*\*\*\*\*\*\*\*SPANISH SPEAKERS ENCOURAGED TO APPLY\*\*\*\*\*\*\*\*\*\***

**Overall Objective:**

As part of the Bridge to Home Shelter Corps team, Learning Center Volunteers work with clients residing in the BTH shelter as well as community guests to be academically successful. This position empowers individuals on their educational journey, assisting in the breakdown of potential barriers and encourages successful completion of coursework.

**Position Description:**

Shelter Corps volunteers supplement shelter staff in the daily operations of the facility so that staff and clients have additional time to engage in educational resources, life-skills development, meals, and other developmental skills and activities that assist in providing the foundation for a safe shelter and moving from homelessness to housing.

As a learning Center Volunteer, you will be asked to assist with the following tasks:

* Encourage client enrollment in adult school or college courses that they are interested in.
* Assist clients in the creation and management of school and email accounts that contribute to the necessary processes for effective academic and professional communications.
* Be able to enroll all interested individuals by the due dates and arrange payments for any courses with the assistance from management.
* Work one on one with clients who are enrolled in adult school or other educational resources to improve their educational standing.
* Assist enrollees in obtaining Chromebooks when available to attend online classes and complete assignments.
* Have an understanding of educational trends such as online education portals and resources.
* Assist in the advancement of client education through tutoring in a variety of subjects.
* Follow up with all clients enrolled in schooling through the semester to ensure they are staying on track with their courses and offer any support to contribute to their successful completion.

Position Requirements:

* Must be over 18 years of age
* Have two (2) character references dated within the past 12 months
* Be able to commit to a minimum of two (2) hours per week
* Have demonstrated knowledge in basic academic areas such as math, sciences, and English
* Basic knowledge of school enrollment processes
* Must pass a background check

*Impact: Clients are often behind on education trends in adult schools. Returning to school after an extensive absence can leave them feeling “defeated” before they even begin. Having someone knowledgeable in academic processes who can navigate the clients through them will increase their success rate of enrolling and actually completing coursework to improve their educational standing, giving them better opportunities as they enter the workforce or pursue better jobs and careers.*