ADULT EDUCATION PROGRAM
HiSet • ESOL

REPORTS TO: Education Program Directors & VP of Education

LOCATION: Wellspring Mutli-Service Centers - 875 Washington Street, Weymouth, MA 02189

Summary of the Position(s):

The Eduation Program at Wellspring currently houses two flagship programs: the Youth HiSET (High School Equivalency) Program and our ESOL (English for Speakers of Other Languages) Program. Within both programs are numerous opportunities for additional learning support. Volunteers within the Education Program must be available for ongoing, weekly commitments between 3-12 hours for a minimum of 16 weeks. Prior to working with students, all volunteers in the education program will be expected to complete a minimum of 20 hours training. All volunteers in the education program will also be subject to a background check. More detailed position descriptions are included below.

Preferred Qualifications:

- Prior experience in education, special education, or a social service field.
    - Current students/interns studying in these fields are also welcome.
- Excellent interpersonal and communication skills to interact with staff and vulnerable student populations.
- Comfortability working with, or willing to learn about, non-native English speakers using predominantly text-to-speech translation tools.

Available Positions:

- Reading Specialists
- Subject Tutors (Math, Science, Social Studies, Writing)
- ESOL Coversation Group Leaders
- Babysitters
- Student Van Driver
- Transitions Coaches (Postsecondary Education - College/Trade/Certificate & Career)

Schedule & Hours: HiSET classes run Monday - Thursday from 9:30 am - 12:30 pm. Our ESOL program currently runs in the evenings Monday - Thursday from 6:30 pm - 8:30 pm. Depending on student schedules, there may be flexibility in the number of days per week and start/end times for volunteering outside traditional program hours i.e. afternoons.

About Wellspring's Education Program

The HiSET Program at Wellspring works in partnership with MASSHIRE and is generously funded through the WIOA grant. Wellspring has been fortunate to receive this funding for several years and the program has been in operation for over 35 years. We attract students to our program who have demands on their schedule (need a compressed schedule), have experienced high levels of anxiety in the post-COVID classroom, and whose academic aspirations align more closely with our program offerings.

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The majority of our students enter college or certificate/trade programs directly after graduation. As a part of our funding guidelines, we track students for 1 full year post-exit, so it is imperative that strong relationship development is inherent in our work.

The ESOL Program attracts students who are committed to learning or bettering their English-language acquisition skills. We have a high demand from students who have newly entered our country and have low levels of English. Traditionally, the majority of our students are native Portugese-speaking, with additional students speaking Spanish and French Creole. As the ESOL Program operates in English, teachers and volunteers in the program are not required to be fluent in another language (although it does help).

As members of Wellspring's community, all students have access to other critical services that our organization provides like transportation, clothing, and food. Through our client services model, we also utilize a referral network to assist students with mental health services, housing support, and employment and training assistance. Our primary goal is to help create a supportive community that is dedicated to helping them achieve their goals.

Committed to attracting and retaining a diverse staff, Wellspring will honor your experiences, perspectives and unique identity. Together, our community strives to create and maintain working and learning environments that are inclusive, equitable and welcoming.

Interested applicants should email a resume (addressing their experience in the position) to Paul Williams, the Vice President of Planning, Strategy, and Operations (paul@wellspringmultiservice.org).

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TITLE: Reading Specialists & Subject Tutors

REPORTS TO: Assistant Director of Youth Education

Summary of the Position:

The Reading Specialists and Subject Tutors work within the HiSET classroom to support and enhance the teaching strategies of the HiSET Teacher(s). Although the student-teacher ratio is low (18-1 *high* and 7-1 *average*), some students benefit from additional 1-1 or small group work. This may take the shape of leading a small group when in-class assignments are given, or pulling students for individual assistance during entire/partial class periods.

Preferred Qualifications:

- A demonstrated history or commitment to working with youth (ages 16-24).
- Excellent interpersonal and communication skills to interact with students and staff, and an ability to gain trust and respect from youth.
- A “can-do” and proactive attitude, recognizing when work needs to be done without having to be told.
- Comfortability working with, or willing to learn about, non-native English speakers using predominantly text-to-speech translation tools.

Job Responsibilities:

- Address the needs and skill levels of learners who are functioning below the 12th grade level in areas including reading, writing, social studies, math, and science.
    - *Need not be proficient in EVERY subject, strong preference to those with strengths in overall reading comprehension.*
- Work cooperatively with team members to implement and support IEP objectives.
    - Serve as a reader/scribe for students, as needed.
    - Assist students with both documented learning disabilities and/ or undiagnosed learning disabilities.
- Provide individualized instruction to each student by promoting interactive learning.
- Supervise students in classroom-related activities.
- Provide written and verbal feedback to students and staff regarding individual learning concerns and implemented strategies.

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TITLE: ESOL Conversation Group Leaders

REPORTS TO: Assistant Director of Education, ESOL

Summary of the Position:

The ESOL Conversation Group Leaders create a welcoming and safe community-based space for individuals and families to engage in English for Speakers of Other Languages (ESOL) conversations in order to develop their language. The group leader facilitates engaging and supportive English conversation sessions for adult learners, primarily focusing on improving speaking and listening skills, boosting confidence, expanding vocabulary, and fostering cultural exchange.

Preferred Qualifications:

- Strong interest in teaching and helping adults learn English.
- Excellent communication skills, both verbal and written.
- Friendly, approachable, and patient demeanor.
- Ability to work with a diverse group of people, respecting different cultural backgrounds.
- Strong organizational and time management skills to plan and manage sessions effectively.
- Flexibility and adaptability to adjust to group needs and unexpected situations.
- Some experience with ESOL tutoring or teaching (desirable but not essential).

Job Responsibilities:

- Leading small group conversation sessions, focusing on relevant and engaging topics for learners.
- Guiding discussions, asking open-ended questions, and encouraging participation from all members.
- Providing opportunities for learners to practice speaking, listening, and asking questions in real-life contexts.
- Creating a positive, inclusive, and supportive environment where participants feel comfortable practicing English without fear of judgment.
- Introducing relevant vocabulary, idioms, and phrases, as well as providing feedback on pronunciation and fluency when appropriate.
- Adapting lesson plans and activities to meet the diverse needs and interests of the group, and using a variety of resources, including technology and multimedia, to enhance engagement.
- Maintaining records, such as attendance and topics covered, to inform progress reviews and program planning.
- Collaborating with other staff members and communicating any concerns or feedback related to the group or participants.

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TITLE: Babysitter
REPORTS TO: Vice President of Education

Summary of the Position:
Wellspring offers babysitting/child care on a limited basis for students who are studying in our HiSET and/or ESOL program(s). *These services are not licensed by the Department of Early Education and Care or any other state agency.* Wellspring is exempt under the following definition: Not Separate From Parents/Guardians. This means that the parents/guardians are ultimately responsible for the health, safety, and welfare of their child or children. The parents/guardians must remain on the premises the entire time their children are in care and are responsible for the basic care of their children (including, but not limited to diapering, toileting, feeding, and discipline) and must perform these duties as needed.

The role of the Babysitter is to ensure the general safety and wellbeing of the child while their parent is in the room adjacent. Should the child have a need, as outlined above, the babysitter will utilize our internal messaging system (Slack) to communicate with the parent that they need to return to their child.

Preferred Qualifications:

- High School Diploma, equivalency, or working toward the same.
- CPR, First Aid, and Choking certified (or willing to obtain certifications).
- Experienced in babysitting and/or childcare.
- Demonstrated history of responsible behavior.

Job Responsibilities:

- Responsible for all aspects of the babysitting program.
- Maintain high safety and cleanliness standards for the babysitting area..
- Create new activities for children to keep interest and facilitate cooperation.
- Complete attendance and incident reports.
- Ability to communicate effectively with children, parents, and program staff.

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TITLE: Student Van Driver

REPORTS TO: Vice President of Education

Summary of the Position:
The role of the Student Van Driver is to provide a safe and welcoming ride to students while transporting them to and from school, internships sites, or external educational activities. The Driver will follow designated routes and schedules provided by the education team and will communicate any transportation changes.

Preferred Qualifications:

- High School Diploma, equivalency, or working toward the same.
- Excellent driving record.
- Knowledge of area geography and routes.
- Experience working with high school and out-of-school-age youth, particularly youth in underserved communities.

Job Responsibilities:

- Pick up and drop off participants from their homes and transport them to program activities utilizing the organization's van.
- Track and record all mileage and student attendance.
- Maintain the highest levels of confidentiality with and between each client.
- Report all vehicle maintenance in a timely fashion.
- Provide a safe and healthy environment, both physically and mentally, to all participants.

Schedule & Hours: High need for afternoon and evening shifts.

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TITLE: Transitions Coaches (Postsecondary Education - College/Trade/Certificate & Career)

REPORTS TO: Vice President of Education

Summary of the Position:
Through group or individual mentoring, Transitions Coaches serve as a positive role model, providing support, guidance, and resources to help students achieve independence and self-sufficiency.They accomplish this by building trusting relationships and focusing on students' unique strengths and positive characteristics. The Transition Coach works to assist students in seeking employment, furthering their education, or exploring training programs to leverage their earning capacity. The Transition Coach guides students toward personal empowerment, community connectedness, independence, and self-efficacy through active and accountable goal setting.

Preferred Qualifications:

- High School Diploma, equivalency, or working toward the same.
- Able to provide non-judgmental services, including demonstrating an acceptance of a variety of lifestyles, behaviors, and cultural and spiritual practices.
- Knowledge of educational and vocational pathways.

Job Responsibilities:

- Building trusting relationships with students, serving as a positive role model, and providing guidance on various aspects of life.
- Assisting students in setting realistic goals related to education, employment, finance, and personal development.
- Maintaining accurate records of client interactions, progress, and outcomes.