



Position Title: Family Center Life Skill Instructor

Position Description: HSP seeks an engaging and especially skilled volunteer to offer life skill instruction to participants in Carroll County Family Center's Adult Education program. The volunteer will help to provide valuable skills to participants who may lack essential competencies that promote self sustainability.

Supervisor: Joyce Tierney **Supervisor Phone #:** 410-386-6644

Responsibilities:

- Plan and prepare group activity of your choosing
- Assess participants skills and develop goals based on individual level of expertise
- Instruct and mentor participants using various interactive teaching methods.
- Maintain an orderly classroom environment that is conducive to learning
- Arrive early when scheduled to ensure proper set-up measures are taken
- Document work hours in volunteer sign in book

Qualifications:

- Demonstrable mastery in area of instruction
- Furnish relevant work history and personal references upon request
- High School Diploma or GED
- Experience with small group instruction a plus
- Conversational in Spanish a plus, but not required
- Strong written and oral communication skills
- Must be willing to undergo criminal background check
- Able to maintain participant confidentiality at all times
- Must be able to lift up to 20 lbs unassisted

Hours: Flexible weekday afternoons, 1PM-2:30PM. Consult with supervisor for work schedule.

Compensation: This is an unpaid volunteer opportunity.

Work Location: 10 Distillery Dr, Westminster, MD 21157 (3rd floor). Not accessible by public transit. Volunteers must have access to reliable transportation.

Contact: volunteers@hspinc.org