

**Position:** Classroom Aide and Tutor Intern  
**Program/Department:** Adult Diploma Program  
**Schedule:** Classes offered Monday-Friday from 9am-11:30am and 12:30pm-3pm.



JVS is a non-profit, non-sectarian agency. Our mission is to empower individuals from diverse communities to find employment and build careers; and to partner with employers to hire, develop and retain productive workforces.

JVS provides a broad range of services including adult education, skills training, job readiness training, job placement and support, and access to post-secondary education. JVS assists employers in their search for well-qualified job applicants and their initiatives to upgrade the skills of their incumbent workforce.

**Program/Department Overview:**

This program is a partnership with the Boston Public Schools (BPS) and enables adults to get a high school diploma rather than an equivalency. Classes in English, math, social studies, science, college and career readiness, and financial literacy follow a curriculum provided by BPS. The program assists students in obtaining the knowledge and skills needed to complete the BPS curriculum, obtain their high school diplomas and move into appropriate next steps such as college bridge programs, post-secondary education, skills training, employment, or promotions. Students tend to take anywhere from 15 months to three years to graduate.

**Responsibilities:**

Help US born and immigrant adult students improve their English (basic grammar, reading comprehension, and writing skills) through individual tutoring, and assist teachers by circulating in class to help students who need extra support. Classes may include English Language Arts, Grammar, Social Studies, and Science (to help with written science assignments). Individual tutoring will include all of these subjects during drop-in tutoring labs.

**Skills/Qualifications:**

- Strong English writing skills
- Patience
- Ability to coach and teach, not to write for a student
- Interest in developing supportive relationships with a students