

**Title:** Volunteer Citizenship Instructor  
**Location:** 5201 U.S. Highway 6  
Portage, IN 46368  
**Reports to:** Adult Education Director

**Position Purpose:**

NEO's citizenship instructor provides instruction and supervision of citizenship students enrolled in NEO's Adult Education program.

**Principle Responsibilities and Duties:**

1. Plan and deliver citizenship instruction that is aligned to the United States Naturalization test;
2. Develop and deliver in person and remote (online) learning and engagement options;
3. Provide students with appropriate feedback and encouragement.

**Minimum Qualifications:**

1. Bachelor's Degree, *preferred*;
2. 2+ years of college experience, *considered*;
3. Demonstrated ability to work with people from diverse ethnic groups;
4. Demonstrated capacity to provide instructional support;
5. Ability to assist with general clerical and record keeping related activities;
6. Strong computer and technology skills;
7. Ability to pass background check.

**Skills, Knowledge and Abilities:**

1. Excellent work ethic including dependability, professionalism, accountability, collaboration, following directions, problem solving and taking initiative;
2. Strong pedagogy and solid academic knowledge;
3. Effective organizational and communication skills;
4. Solid technology skills;
5. Knowledge of and adherence to NEO's and Adult Education policies and procedures;
6. Enforcement of high expectations of student behavior and performance;
7. Effective interpersonal skills necessary to effectively work with persons at all levels, maintaining productive relationships both inside and outside the organization;
8. Demonstrated respect, appreciation and sensitivity to cultural diversity.

**Training & Supervision:** All volunteers affiliated with NEO will attend training at NEO's Portage Location.

- Attends general volunteer orientation
- Training and supervision conducted by Adrienne Carrol or designated trainer

**Length of Appointment:** The volunteer adult education aide will serve for the Fall 2021 and Spring 2022 semesters.

**Time Commitment:** Once per week for 3 hours

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By signing below, I signify that I have read and reviewed this job description. I understand the content and have had the opportunity to comment. I understand that I am responsible to abide by this job description and related expectations communicated to me by my supervisor.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Developed & Approved by: Rebecca Reiner, Executive Director, Neighbors' Educational Opportunities, Inc.  
Date Last Revised: June 2020*