



Volunteer Service Description

Position Title: Adult Education Intern

GENERAL RESPONSIBILITIES:

The general responsibilities of this position include those shared by all employees of Catholic Charities of the Archdiocese of Atlanta, Inc. These obligations include: understanding and performing in accordance with the values of the agency; endeavoring to provide quality services to clients; striving to find new, efficient, effective and economical ways to perform tasks; performing job duties in a thorough, accurate and timely manner; cooperating with others in the team; meeting attendance and punctuality standards; conducting business in a professional, courteous and tactful manner; demonstrating respect for the privacy of clients and employees; taking precautions to prevent accidents; and embracing diversity and respect for the cultural differences among clients and other staff.

SPECIFIC RESPONSIBILITIES:

- 1. Assist with planning and development of program materials for staff and students**
- 2. Maintain student records on GALIS database**
- 3. Create and maintain partnerships between Catholic Charities and community organizations**
- 4. Attend Catholic Charities and partner agencies' staff development trainings**
- 5. Promote adult education and volunteer opportunities in the community**

ACCOUNTABILITY: The Adult Education Intern reports directly to the Manager of Adult Education Services.

QUALIFICATIONS: Senior year Bachelor's or Master's candidates in: Education, Adult Education, TESOL, Foreign Language Education, Human Services, Human Resources, Public Policy, or related fields. Driver's License is required. An appreciation for different cultures and willingness to work with people of different cultures is needed. Fluency in a second language is an asset, but not required.

SUPERVISORY RESPONSIBILITIES: None

COMMENTS: Position is unpaid. Minimum of eight working hours requested per week.

LOCATION: DeKalb County

Contact: Margaret Prickett at mprickett@archatl.com to inquire about this opportunity.