



Volunteer Description: Alumni Life Skills Instructor

Mount Tamalpais College (MTC) is seeking volunteer instructors to co-facilitate an online, non-credit, 3-unit life skills workshop series for paroled MTC alumni and former students, centered on computer literacy, job search/workplace development, and financial literacy. The goal of the pilot is to equip alumni and former students with day-to-day skills necessary for navigating digital and physical technology, identifying and pursuing career goals, and understanding how to manage and grow their finances at a foundational level. Instructors will work with MTC staff and individualized participant coaches to remotely deliver the content to paroled alumni and former students across the state. Instructors commit to co-facilitating one 60-90 minute session per week for at least 2 of the 3 units (more information on the time commitment is below).

Unit Overviews

Computer Literacy

Drawing on what we have learned from our alumni/former students and their experiences with reentry, we have identified the need for strong computer literacy training. The goal of the computer literacy unit is to provide participants with the foundational knowledge needed to operate a variety of computers and smart devices, as well as navigate digital tools, applications, and software that are essential to carrying out day-to-day tasks. Participants do not need to have any previous knowledge about computers or digital technology to participate in this workshop.

Workplace Success

The workplace success unit aims to continue the learning from the computer literacy unit and will explore the building blocks around finding a career pathway and how to land opportunities within industries of interest. The unit will also explore how to navigate the workplace as well as how to maintain a growth mindset to advance one's career trajectory.

Financial Literacy

The financial literacy unit will provide an opportunity to explore individual relationships to finances, learn about budgeting, banking, saving, as well as develop tools and strategies to set goals and make decisions around financial management.

MTC's general shared beliefs and approach encourage instructors to:

- Take ownership for participant learning and growth
- Employ a growth mindset about themselves and their participants
- Believe in all participants' ability to learn and achieve at high levels
- Reflect on (racial, ethnic, and cultural, and free-person, etc.) identity and biases when making decisions

Overall Responsibilities

- Collectively design workshop lesson plans using content/resources from MTC unit map
- Facilitate participant learning via digital workshop sessions
- Assess, identify, and analyze participant understanding/skill gaps
- Take attendance and communicate with MTC staff and volunteer coaches about absences
- Write a summary of the workshop for co-instructors on a workshop blog after each session you facilitate
- Review notes from coaching sessions to assess what students are understanding or



- struggling with, and use this information to make adjustments to future lesson plans as needed
- Coordinate with another instructor to facilitate your session in the event that you need a substitute
 - Communicate any issues/concerns/successes to MTC staff

Skills and Experience

- In-depth knowledge of unit foci
- Experience with teaching or facilitating in a distance learning environment
- Experience facilitating in workshop environments with adults with varying backgrounds and learning differences
- Familiarity with Zoom, Google Suite, and LinkedIn
- Ability to work independently
- Strong reliability and professionalism

Compensation

This is an unpaid volunteer opportunity.

Time Commitment

Instructors must commit to:

- Attending a pre-program training
- Facilitating one 60 to 90 minute workshop session per week (which includes up to 90 minutes of preparation time for each workshop session facilitated). Sessions will be held on Tuesdays, Thursdays, and Sundays at 5:30p to 7p.
- Facilitating 2 units ranging from 3 to 5 weeks each
- Participating in monthly check-ins with MTC staff and coaches

Application Process

Please send a resume and cover letter to ddurand@mttamcollege.org with "Life Skills Instructor" and your full name included on the subject line. In the body of your submission, please highlight which 2 out of the 3 unit themes you would like to facilitate. Resumes and cover letters will be reviewed on a rolling basis and should be **submitted by December 17, 2020 for consideration**. These positions will remain open until filled.