



Volunteer with Career Connections at Literacy Connects!

The **Adult & Workforce Education Program** is seeking volunteers to provide career and job-search support to adult learners. Adult learners come from over 70 countries and are improving their English language, basic skills, and digital literacy. Training provided.

Note: All positions require volunteers to check email regularly and do basic online reporting of hours and activities.

Questions? Contact Jennifer Stanowski at jstanowski@literacyconnects.org (520) 602-9136

Position	Description	Commitment	Skills required/preferred
Career Path Guide / Guía de Trayectoria Profesional	Meet individually with 1-3 adult learners each quarter to support career exploration and provide referrals to internal and external resources/services. Help students create a career plan and/or clarify their education and job interests. May also review resumes and practice interviewing skills if a student has already initiated an independent job search.	Occasional/as-needed, with most sessions requested after the career exploration mini-course. 1:1 meetings with adult learners (typically 1-4 times per student). Flexible schedule. Zoom and/or in-person. Minimum one-year commitment. Initial training and assisting in at least one career exploration mini-course required.	• Patient & flexible • Excellent listening & paraphrasing skills • Enjoys research/learning • Willingness to learn and safely use AI tools to assist students • Has an encouraging, strengths-based approach • Coaching and/or hiring experience required • Experience volunteering in ELAA or GED preferred • Spanish or other languages helpful but not required
Job Search (digital) Guide (high need) Guía Digital para la Búsqueda de Empleo	Meet individually with 1-2 adult learners in-person each quarter to support online job search. Can include assistance with any of the following: email and Google drive set-up, researching companies, identifying job openings, submitting online applications, creating/refining resumes and cover letters.	Occasional/as-needed, with most sessions requested after the resume and application mini-courses. 1:1 meetings with adult learners (typically 4-8 times per student). Flexible schedule. In-person at Literacy Connects lab, library or	• Patient & flexible • Comfort and skills with basic technology • Willingness to learn and safely use AI tools to assist students • Enjoys modeling/teaching • Has an encouraging, strengths-based approach • Spanish or other languages

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		Goodwill Career Center. Minimum one-year availability/commitment. Initial training and assisting in at least one resume or application mini-course required.	helpful but not required
Interview Practice “Buddies”	Meet individually with adult learners who are preparing for an interview or just want extra interview practice.	Occasional/as-needed, with most sessions requested after the interviewing mini-course. Flexible schedule. Zoom and/or in-person. Minimum one-year availability/commitment. Initial training and assisting in at least one interviewing mini-course required.	• Patient & flexible • Has an encouraging, strengths-based approach • Able to provide focused, constructive feedback • Background that matches students target career helpful but not required • Spanish or other languages helpful but not required
Career & Industry Guide	Share your personal experience and information/advice with adult learners who are interested in your career area and/or the Tucson employment landscape in this industry.	Occasional meetings with students and their employment coaches via Zoom or in-person. Minimum one-year commitment. Panel and guest speaker opportunities are also possible.	• Patient & flexible • Has an encouraging, strengths-based approach • Familiarity with Tucson employers or networking contacts helpful but not required • Spanish or other languages helpful but not required

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Mini-course & Workshop Facilitator	Co-facilitate mini-courses or workshops (on Zoom or in-person) on job-search & employment-related topics. English and Spanish speaking teachers needed.	Occasional. Most mini-courses and workshops are offered twice a year and involve 1-4 class meetings plus prep and follow-up. Online and in-person options. Minimum one-year commitment. Apprenticeship required.	• Patient & flexible • Enjoys teaching and can speak slowly and clearly • Has an encouraging, strengths-based approach • Experience related to hiring or HR required • Minimum one year volunteering in ELAA or GED classes preferred
Human Resources Advisor	Provide feedback/guidance to Literacy Connects staff and 1:1 volunteers on curriculum, trends and special student cases. Focus on workforce preparation.	As needed meetings and phone calls. Minimum one-year commitment.	• Current or recent experience in human resources, especially related to staffing and recruitment. • Up-to-date on current changes and trends (e.g., impact/use of AI and other issues that affect immigrants, refugees and workers with developing skills)
Career and Digital Skills Program Assistant (Internships available to adult learners)	Assist adult learners in digital skills workshops and open lab hours. Assist with device distribution and orientation (laptops); includes calls, texts, individual meetings and record-keeping. Help update computers.	~ 6 hours per week Up to 3 sessions internship with stipend available. In-person only. Orientation required; on-the-job training provided.	• Patient & flexible • Comfort with technology & willingness to learn along with students • Enjoys modeling/teaching • Has an encouraging, strengths-based approach • Spanish required; intermediate to advanced English preferred.



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Mini-Course & Workshop Assistant	This option is available for training purposes and for 1:1 volunteers to meet students who may request individual sessions. Support the lead teacher and facilitate small group discussions about career exploration and job search topics English and Spanish speakers needed.	Occasional. Most mini-courses and workshops are offered twice a year and involve 1-4 class meetings. Online and in-person options.	• Patient & flexible • Enjoys facilitating conversation and can speak slowly and clearly • Has an encouraging, strengths-based approach • Spanish or other languages helpful but not required