



Volunteer Position Available  
Education Department

**Position:** Epoch Assessment Intern

**Supervisor:** Cheryl Johnson, Learning Strategies Specialist

**Responsibilities:**

- Conduct skill-based one on one academic assessments with students in the GED program
- Assist young people with development and follow-up on academic plans
- Organize and maintain student files with assessment information
- Update electronic database with assessment information
- Proctor and grade practice GED exams
- Prepare score reports for staff members and young people
- Model professionalism and effective goal-setting skills
- Attend all relevant trainings and bi-monthly supervision meetings

**Qualifications:**

- Interest in working with diverse adolescent population aged 16-21
- Previous work or volunteer experience with adolescents **required**
- Demonstrate a willingness to learn and improve over time
- Basic computer skills and working familiarity with Microsoft Office
- **Minimum education requirement:** High School or GED graduate who is currently enrolled in college

**Hours and Commitment:**

Commitment of four (4) months is required; full academic semester preferred. Intern hours are flexible but a minimum of 8 hours per week required.

**Contact:**

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